



The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic persons are required to establish the Office:

- REFERENCE NO** : 2017/175/OCJ
- POST** : **CONTRACT ADMINISTRATION CLERK (GRAPHIC DESIGNER): COMMUNICATIONS (CONTRACT VALID UNTIL 31 MARCH 2018)**
- SALARY** : R152 862.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : **NATIONAL OFFICE: MIDRAND**
- LEVEL** : **5**
- REQUIREMENTS** : Grade 12; the following will serve as an added advantage:-design / layout experience, knowledge of graphic design software e.g. Adobe creative suite (illustrator, Photoshop and InDesign (MAC and/or PC), Web, animation and 3-D skills, experience with designing in the print industry advantages. Proficiency in at least two official language; a design portfolio should be submitted with the application of no less than 10 specimens of design work, a valid driver's licence. **Skills and competencies:** strong design skills; good communication (written and verbal) skills; project management; advanced computer skills; exceptional knowledge of design software; exceptional knowledge of MS Office programs (word, excel and power point), good interpersonal skills; creative thinking; ability to work in multiple projects; attention to detail and the ability to work under pressure.
- DUTIES** : Identify best practices through research and development and case studies to ensure that creative concepts and brand solutions stay relevant. Conceptualize the brief using existing/new templates and formats and develop relevant material. Place images and text within the correct format. Proof check layout, images and logo usage from brief before handing over for loading or printing. Set information correctly for reproduction and printing. Manipulate images when necessary. Develop layouts, articles and documents based on the design brief. Produce the design and production for websites, product graphics, web logos, social media graphics and banners, static and rich banner ads, email campaigns, and email templates. Scan and edit photographs and other images as per design brief. Convert documents to the relevant format.
- ENQUIRIES** : Ms. L Mothemane (010)493 2500.
- APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Director Human Resource Management, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to: The Office of the Chief Justice No 188, 14<sup>th</sup> Road, Noordwyk, Midrand.
- CLOSING DATE** : **27 OCTOBER 2017**
- NOTE:** In the filling of the advertised posts, the objectives of the Constitution of South Africa, 1996 and the staffing policy of the Public Service broadly will be taken into consideration. Applications must be submitted on Form Z83, obtainable from any Public Service Department. A Z83 & CV must be accompanied by certified copies of qualifications,

identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered.

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996 (Act 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. The successful candidate/s will be subjected to Pre Vetting (Pre-Screening) Financial records will only be checked and considered for applicants applying for Finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency. All candidates selected for SMS posts must undergo competency assessment test after the interview. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

Please refer to the Recruitment Policy in terms of relocation and resettlement enquiries.

**We welcome applications from persons with disAbilities** 

