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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 person are required to capacitate the OCJ:

REFERENCE : 2018/264/OCJ

**POST : CONTRACT ADMINISTRATION CLERK (GRAPHIC DESIGNER): COMMUNICATIONS
(CONTRACT VALID UNTILL 31 MARCH 2019)**

CENTRE : NATIONAL OFFICE: MIDRAND

LEVEL : 5

SALARY : R152 862.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

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.

KEY PERFORMANCE AREAS:

- Design corporate publications as well as products for events, exhibitions, and outreach activities: generate design concepts;
- Monitor current design trends and new technologies in the design field: attend design conferences;
- keep up-to-date with latest design trends by reading design publications;
- Facilitate quality control on all design projects: implement design projects in line with predetermined quality standards;
- Assemble images and graphics to create pieces of design: Facilitate access to stock images and OCJ images;
- Facilitate the production process for all material requiring production;
- Facilitate correspondence between the OCJ and service providers responsible for the production of OCJ material.



ENQUIRIES: Ms L Mothemane (010) 493 2500

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, **MARSHALLTOWN**, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188 14th Road, Noordwyk, Midrand, 1685.

CLOSING DATE: **10 AUGUST 2018**

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 completed and signed form Z83 should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s), 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.

Applications received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted.

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). Successful candidates should note that in terms of Regulation 13 (c) of the Public Service Regulations, 2016, an employee shall not conduct any business with any organ of State or be a director of a public or private company conducting business with an organ of State. 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 

