



## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	KZNP/20240807/2079
Advert Reference Number:	DOT 211/2024
Job Title:	DESKTOP PUBLISHER
Job Level:	06
Vacancy Type:	Internal & External
Salary:	R 255 450 PER ANNUM
Department:	KZN TRANSPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	COMMUNICATION SUPPORT DIRECTORATE
Number Of Posts:	1

#### Duties/Responsibilities:

.Design and produce invitations, pamphlets, calendars, certificates, posters and all general paraphernalia for printing purposes.  
.Design and layout of all Departmental and Interdepartmental publications, books and information packages for both internal and external publications.  
.Provide ad-hoc activities within the Department and Province, (example: scanning, sourcing information and making information available for dissemination. Storage and retrieval of archived material in conjunction with the Resource centre).  
.Design, procure and erect displays and amount at all Departmental and Interdepartmental events and functions timeously and efficiently. Ensure Branding material is of suitability and in-line with current industry standards for all events. Ensure Branding and corporate identity is maintained within the Department and all its Regional Offices.  
.Interact with various role- players in the design and marketing industry and monitor and ensure compliance to Desktop publishing and Branding service standards.

#### Qualifications and Experience:

.A Senior Certificate / National Certificate (Vocational) NQF Level 4) ; plus  
.A minimum of 1 year experience in the Design, printing and publishing field; plus  
.A valid driver's licence (minimum code B).

#### Essential Knowledge, Skills and Competencies Required:

.Knowledge of Desktop Publishing and Graphic Designing.  
.Knowledge of computers (Both Apple Macintosh and PC) and relevant software (e.g. Adobe Indesign, Macromedia Freehand, Photoshop, Adobe Acrobat, etc.).  
.Understanding of the Public Finance Management Act and Treasury Regulations.  
.Knowledge of Printing and Publishing procedures.  
.Analytical and innovative thinking skills.  
.Ability to interpret and apply policies and procedures.  
.Ability to work under pressure and stress.  
.Customer relations skills.  
.Creativity in design and implementation of displays.  
.Specialized computer knowledge.  
.Communication skills.  
.The ideal candidate should be polite, reliable, teamwork orientated and innovative. He/ she must also show meticulous attention to detail, work with speed, accuracy and neatness, must have good customer relations, must be trustworthy and also be flexible.

#### Additional Information

ENQUIRIES: Mr H GunpathTel No.: 033 - 355 8036

CLOSING DATE: 21 August 2024 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Administration Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200. Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.

Applications may also be e-mailed to: DOT211@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. DOT 01/2024) (e-mailed applications should please be sent as ONE ATTACHMENT). Applications sent to the incorrect email address will not be considered. For the personal attention of Mr B Hornsby.

#### How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: [KZNHelpDeskRecruit@KZNpremier.gov.za](mailto:KZNHelpDeskRecruit@KZNpremier.gov.za)

Closing Date : 21 Aug 2024

Disclaimer

## DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

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By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.