



merSETA
MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) is a Schedule 3A public entity established in terms of the Skills Development Act (Act No. 97 of 1998) Registration Number 17/merSETA/01/04/20 to facilitate skills development for the Metal and Engineering, Motor Retail and Components Manufacturing, Automobile Manufacturing, Plastics Manufacturing and New Tyre Manufacturing Sectors Automotive Components Manufacturing Chamber.

INTERNAL & EXTERNAL ADVERT

We have an excellent opportunity for the following professional to join Corporate Services Division.

Administrator: Graphic Design & Web Content (B5)

Reference Number: AGDWC/HO/24/03/25

Salary Level: R25 963 pm

FIXED-TERM CONTRACT: 12 MONTHS

HEAD OFFICE

Purpose: The position is responsible for assisting the Specialist: Graphic Design & Web Content with graphic design tasks, refining projects drafts, generating creative ideas and updating web content, brochures and other branding collateral utilising design elements such as text, graphics and images to craft visual communication materials.

Key Responsibilities

The ideal candidate should be able to fulfill and perform the following key responsibilities:

- Design pages for print and digital so that information is easy to find, read and understand.
- Gather relevant facts for all projects to ensure that all the variables communicate the correct information.
- Assist the Specialist in the completion of design projects and tasks.
- Prepare rough layout for review and approval of concept.
- Create the final layout by pasting the completed copy and artwork.
- Design graphic content, layouts, illustrations and infographics.
- Update and publish content and information on the company website.
- Perform photography duties for the merSETA internal and external stakeholders.
- Analyse promotional material artwork before production to ensure it is aligned to the merSETA Corporate Identity.
- Review external content drafts and liaise with the specialist to ensure quality.
- Generate fresh graphic design concepts and ideas for the merSETA.
- Compile and submit monthly, quarterly and any other reports as required.
- Provide administrative support and perform adhoc duties on request.



Qualifications and Experience

- 3-year National Diploma or equivalent NQF Level 6 qualification in Graphic Design or in the related field.
- Bachelor's degree or equivalent NQF Level 7 in Graphic Design or related field is advantageous.
- Minimum of 1 year experience working in Graphic Design role or in the related field.

Skills

- Customer service orientation.
- Technical skill and competence in administration.
- Attention to detail and concern for excellence.
- Collaboration and effective communication (oral and written).

Offer

The merSETA offers a competitive salary package and an opportunity to work with a dynamic and diverse team. If you meet the requirements and are interested in this exciting opportunity, please submit your application for consideration.

CLOSING DATE: 24 March 2025

The merSETA is an equal opportunity employer and preference will be given to suitably qualified Affirmative Action Candidates and People Living with Disabilities in line with the Employment Equity Plan. To apply for this opportunity, submit a fully completed and signed job application form, a detailed curriculum vitae with three references, clearly quoting the Job Title and Reference Number as a subject in the email:

recruitment@merseta.org.za

Only short-listed candidates will be contacted. Should you not be contacted within 2 months after the closing date, please know that your application was not successful.

The merSETA reserves the right not to make an appointment.

Applicants are urged to follow all instructions as outlined in the advert when submitting their applications.