



**CENTRE FOR
DEVELOPMENT
AND ENTERPRISE**

JOB PROFILE

POSITION	:	Digital Designer/ Developer
REPORTS TO	:	Communications and Media Manager
PACKAGE	:	Market-related based on experience

PURPOSE OF POSITION:

To provide pro-active, creative and cost effective communication tools/products for CDE's electronic publications and platforms as well as occasional print products.

REQUIRED EDUCATION AND EXPERIENCE:

- A three year accredited design/develop qualification - graphic, new media or multi-media or similar
- Five years in a wide range of design functions e.g. web, electronic, newsletters and print publications
- Expert knowledge of Adobe Creative Suite software (InDesign, Photoshop, Illustrator) – utilisation of grids of design.
- Expert knowledge of HTML(5)
- Expert knowledge and experience in developing a WordPress website
- Working knowledge of JavaScript, PHP, CSS
- Good project and time management skills
- Current online portfolio of design, web and print
- Experience working on a PC platform

PREFERRED EDUCATION AND EXPERIENCE:

- Advance MS office skills including multi-media Powerpoint presentations
- Experience using analytics tools with application to Google Analytics, Social Media and Adobe Marketing cloud
- Familiar with digital media management and planning

Facts Matter

BOARD: L Dippenaar (chairman), A Bernstein (executive director), A Ball, C Coovadia, B Figaji, R Khoza, M Le Roux, S Maseko, I Mkhabela, S Nkosi, W Nkuhlu, S Ridley, A Sangqu, M Teke, S Zibi

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- Working experience with SEO, Google AdWords, Facebook page manager, Marketing Databases, email campaigns, optimizing web pages and A/B testing
- Photography skills
- Basic videography skills
- Eight years work experience in a wide range of design functions e.g. web, electronic, newsletters and print publications
- Experience in developing communication tools including, but not limited to data visualisation, info graphics, video shorts and podcast would be a distinct advantage.

IDENTIFIED COMPETENCIES:

Technical competencies

- Highly capable in Adobe Creative Suite software CS5-CC (InDesign, Photoshop)
- A relevant three year design qualification or equivalent work experience
- Ability to operate on a PC platform
- Advanced knowledge of Microsoft Office
- Knowledge of design and printing workflow

Personal competencies

- Design flair
- Delivery of high quality work at all times
- Easy going, able to take criticism and use it positively
- Ability to work unsupervised
- Demonstrating initiative
- High levels of energy
- Courteousness
- Calm approach
- Emotional intelligence and well developed life skills

Other competencies and experience

- Contributor to team success
- Ability to build effective working relationships
- Accuracy
- Meticulous attention to detail
- Strong pro-active customer service and quality orientation

KEY PERFORMANCE AREAS:

- 1) Design & production of all publications and media
- 2) Development, testing and maintenance of CDE websites
- 3) Development & maintenance of the Corporate Identity and collateral
- 4) Administration of image files and image library subscriptions
- 5) Stakeholder management

- 6) Develop & design of interactive electronic communication tools
- 7) Other reasonable and related tasks that may be assigned from time to time

The Centre for Development and Enterprise reserves the right not to make an appointment.

Should you be interested in applying for this position, please send a brief CV and a link to a digital portfolio to recruitment@cde.org.za , with a one-page covering letter setting out your interest in and suitability for the job. Please also supply the names and contact details of three referees. This position is open to all South African Citizens.

Correspondence will be entered into with shortlisted candidates only whereupon we will then request a comprehensive portfolio. Original proof of academic qualifications will be required from shortlisted candidates.