

***Are you a quality driven individual?
Do you have a passion for perfection?***

If you answered Yes to these questions, you could be just the individual we are looking for.

INTERNSHIP: GRAPHIC DESIGN X1 (12 months)

Salary Range (differentiated according to the level of qualification): R 6 070-R 8 050 per month

Overview of the Organisation

The National Metrology Institute of South Africa is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). NMISA is mandated by the Act to provide for the use of the International System of Units (the SI) and other measurement units in South Africa, to maintain National Measurement Standards (NMS) and to determine and ensure the comparability of the NMS. More information can be obtained from www.nmisa.org

Purpose of Role:

As an intern you will work directly with the Marketing and Event Coordinator and Communications Specialist developing your knowledge of communications and graphic design as it relates to brand marketing and social media, while gaining exposure to strategic marketing, brand development, strengthening your creative thinking, design and communication skills.

Minimum Qualifications, knowledge and Experience

- Three-year tertiary qualification in graphic design.
- Post graduate qualification will be an added advantage.
- Excellent knowledge of Adobe Creative Suite (Photoshop, Illustrator, InDesign) Desktop publishing software.
- Graphics or photo editing and imaging software.
- Video creation and editing software and web platform development software will be an advantage.
- Well-developed design aesthetic, with prior successes in driving the creative process.
- Previous experience with SharePoint will be an advantage
- Working knowledge of photography will be an advantage
- Ability to work with a wide variety of staff, take constructive criticism, and channel such feedback towards improved outputs and positive professional growth
- Ability to work with limited supervision, having permanent access to a stable, high-speed Internet connection, as the first few months will be working remotely due to COVID-19.

Basic knowledge of:

- Create exciting and engaging graphics for the NMISA website, social media channels and internal communication messages.
- Update websites via SharePoint
- Assist with collateral updates and version control
- Media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Working on a variety of social media-based projects that will shape the overall brand experience.
- Aid in the execution of marketing plans
- Computer hardware and software, including applications and programming used to create computer generated graphics.
- Creation and updates of various sales collateral
- Assist with video production (shooting, editing, etc) when required
- Other projects as assigned

Duties and Responsibilities:

- Liaising with superiors to determine their requirements to complete projects on time.
- Complete design tasks as allocated which may include creating designs, concepts, sample layouts.
- Develop graphics and layout for product illustrations, logos and websites.
- Use computer software to generate new images, videos.
- Development of promotional/product and other marketing related campaigns.
- Development of support material for events, brand activations/engagement and sales initiatives.
- Understanding of current trends and styles and advising team on best application for specific projects.
- Promotional elements including promotional leaflets, broadsheets, product catalogues posters, etc.
- Assist in brainstorming concepts for upcoming projects.
- Review final layouts and suggesting improvements if required.
- Source or create high quality graphics needed for NMISA's homepage and sub-sites as required.
- Ensure that all imagery is properly named and filed correctly for easy access.

The ideal candidate will be a self-starter who is self-motivated and very detail conscious, dependable and will act in an understanding and helpful manner while performing tasks associated with the position. The candidate must be able to work well under pressure, meet tight deadlines, able to work on multiple projects at once, and manage priorities in a fast-paced environment.

Please note

The NMISA subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to candidates who meet the requirements and who will add to the cultural and gender diversity of the organisation. The NMISA Human Capital

Development'(HCD) programme, which this internship opportunity forms part of, is focused on recruiting the following candidates in order of preference: Coloured, Indian & African.

Interested and suitably qualified persons may forward all supporting documentation required (updated CV, certified educational qualifications and certified ID.). when applying for the position, You must email NMISA Human Resource at careers@nmisa.org Only candidates who have not participated in an internship programme with all supporting documents will be considered for the position. Clearly indicate which position you are applying for.

People with disabilities are encouraged to apply.

Closing date for applications: **21 July 2021**

Correspondence will be limited to short-listed candidates only.

By applying for this position at the NMISA, the applicant understands, consents and agrees that the NMISA may solicit a credit and criminal report from a registered credit bureau and/or the SAP in relation to positions that require trust and honesty and/or entails the handling of cash or finances and may also verify the applicant's educational qualifications and employment history.