



DIVISION: E-Learning

DEPARTMENT: CAD

POST: Audio Visual and Graphic Designer

POST N°: 3209

PEROMNES GRADE: 08

JOB DESCRIPTION: The purpose of this post is to contribute to VUT strategic goal of quality teaching and learning by developing technology enhanced graphics for CAD and VUT staff.

Key performance areas include but are not limited to:

- Ensure the designs comply with the institution brand identity and guidelines.
- Create and designs technology enhanced artefacts for both print and digital mediums.
- Manage and operate the one button studio for VUT staff.
- Create and design audio visual teaching/ instructional aids for staff.
- Collaborate with instructional designers for creating technological enhanced graphics for online modules.
- Communicating with internal and external stakeholders about progress of projects and any issues that may arise.
- Use visual communication and aesthetic principles, including theories about layout and composition.
- Keep budget, time and production according to VUT policies Preparing mockups and presenting to VUT staff before deciding on a final design/concept.
- Ensure that the artifacts meet expectations and requirements of VUT staff.

Application Criteria:

Qualifications and Experience:

- Diploma in Public Relations or Diploma in Graphic Design or Multimedia Production
- Have a strong, well-rounded portfolio that showcases your individual design aesthetic.
- Experience in the use of design software such as Adobe Illustrator, Photoshop and InDesign, After Effects an advantage
- A minimum of 2 years working experience with Audio Visual and Graphic design.

Skills And Competencies:

- Knowledge of learning theories and instructional design models
- Facilitation and report writing
- Processes and standards for planning and implementing instructional design and development.
- Instructional technology media and materials development and implementation principles
- Ability to adapt to diverse learning needs.
- Computer literate
- Detail-oriented with strong interpersonal, organizational, and management skills

- Self-driven; able to set own deadlines and prioritize multiple tasks.
- Ability to work independently and as a member of a team
- Maintain confidential materials and student information
- Ability to establish positive and respectful working relationships with students and staff

Closing date for applications: 24 March 2025

Applications should include:

1. A fully completed prescribed application form which can be obtained from:
<https://www.vut.ac.za/wp-content/uploads/2023/08/Application-of-Employment-Form-updated.pdf>
2. A detailed curriculum vitae (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic records and certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to recruitment4@vut.ac.za and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

NB: Kindly include a portfolio of your graphic design work.

Please Note: Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.

VUT reserves the right not to make an appointment

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

