

External Advertisement

Overview of the entity

The Eastern Cape Rural Development Agency (ECRDA) is a schedule 3C entity in terms of the Public Finance Management Act, 1 of 1999 as amended, with a mandate to promote, support and facilitate rural development in the Eastern Cape province.

Position: Graphic Designer / Audio Visual Communications
Task Grade: 12
Reporting line: Manager Communication Services
Location: East London (head office)
Duration: Permanent

Main purpose of the position:

To provide professional graphic design and audio-visual communication services that support the organisation's internal and external communication strategies.

Minimum requirements:

Educational

- National Diploma in graphic Design, Multimedia Design or relevant NQF Level 6 qualification.
- A bachelor's qualification in graphic design will be an added advantage.

Driving

- Code 08 driver's license

Experience:

- 5 years' working experience

- 3 years' experience in graphic design and multimedia work.
- Excellent proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere Pro, After Effects).
- Experience in web design and content management systems
- Photography and videography skills
- Strong portfolio showcasing design and multimedia work

KNOWLEDGE COMPETENCY AND ATTRIBUTES

- Advance knowledge of corporate or public sector communication.
- Knowledge of web design and content management systems.
- Advanced understanding of institutional governance systems and performance management.
- Good governance
- People management & Team Coordination
- Project Management
- Change Leadership
- Compliance & Governance Oversight
- Communication & Stakeholder Relations
- Moral Competence
- Analysis and Innovation
- Knowledge and Information Management
- Planning and Organising
- Results & Quality Focus

DUTIES

- Design engaging visual materials including brochures, reports, social media graphics, presentations, and corporate publications.
- Develop multimedia content such as videos, animations, infographics, and interactive assets to support campaigns and initiatives.
- Maintain consistency with brand and marketing guidelines across all visual outputs
- Update and design a variety of products including websites, advertising materials, books, magazines, posters, packaging, and corporate identity elements.

- Liaise with internal client units to determine design requirements, budgets, and timelines
- Oversee projects from concept through to final production, including typesetting, layout, and print coordination.
- Advise clients on design style, format, production processes, and scheduling.
- Create concepts, graphics, and layouts for logos, illustrations, websites, and publications such as annual reports.
- Provide audio-visual support for corporate events, including filming, editing, and post-production.
- Translate complex information into compelling visual narratives using video and motion graphics.
- Maintain high standards of production quality and consistency.
- Develop and implement media content plans aligned with organisational communication strategies.
- Collaborate with internal stakeholders to identify content needs, opportunities, and priorities.
- Manage content calendars and schedule posts across digital platforms (e.g., Facebook, WhatsApp, website, newsletters).
- Monitor audience engagement and content performance to inform future planning.
- Stay informed on emerging media trends, tools, and technologies.
- Ensure adherence to copyright, privacy, and accessibility standards.

Remuneration

A market related salary is offered.

GENERAL INFORMATION

The application, which should as minimum contain a covering letter, CV, Employment application form, Certified copy of your Identity document, Qualifications and Driver's license must be submitted to recruitment@ecrda.co.za For more details, please contact Mr L. Mtumtum on 0664724002.

NB:

- Without prejudice, correspondence will be limited to the shortlisted candidates.
- Further be informed that if an applicant does not hear from ECRDA within 30 days, please accept that your application was unsuccessful
- ECRDA reserves a right to appoint or not to make an appointment.
- Interviews will be conducted in person, unless stated otherwise.
- Administrative enquiries may be directed via email to mtumtumL2@ecrda.co.za
- Canvassing will lead to disqualification of an application.
- ECRDA has an employment equity plan which will be considered when making the appointment into this position.

Date of issue: 26 January 2026

CLOSING DATE: 06 February 2026, before 16h30, late applications will not be accepted.