



Lower Ground Floor, South Tower,
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**BOARD OF HEALTHCARE FUNDERS OF SOUTHERN AFRICA
ADVERTISEMENT
MARCH 2018**

JOB TITLE

Graphic Designer (Intern)

REPORTING TO

Section Head: Communications & Media

CONTRACT PERIOD

12 months fixed term contract, starting immediately
Monday – Friday (inclusive) 08h00 – 16h30

MAIN AREAS OF WORK

Key Performance Areas	Specific competencies, skills & experience required
<p>1. BHF Website</p> <ul style="list-style-type: none">Assist with the development of BHF website banners, website graphics and adverts; from concept to execution <p>2. Titanium Awards</p> <ul style="list-style-type: none">Assist with the development of Titanium awards website banners, online call for entries advert and all web based-elementsDesign advertisements, direct mail, gala invites, event graphics/collateral, internal and external communication collateralAssist in the development of print and digital campaigns from concept to execution <p>3. BHF Conference</p> <ul style="list-style-type: none">Assist with the development of banners from concept to executionAssist with the development of print advertisement and print campaigns from concept to execution	<ul style="list-style-type: none">Grade 12Currently studying towards a National Diploma in Graphic Design, Digital Design, Animation or other related qualificationMicrosoft: Email, Word, PowerPoint (Intermediate to Advanced), Excel (Basic)Must be able to communicate in English – written and spokenWorking knowledge of graphic design software and computer proficiencyGraphic design portfolioVideo editing skills would be an advantage



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Key Performance Areas	Specific competencies, skills & experience required
<ul style="list-style-type: none"> • Assist with the development of digital campaigns from concept to execution • Design invites, direct mail, invites, event graphics/collateral, internal and external communication collateral • Assist with the development of website banners, online advert and all web based elements <p>4. Develop designs for BHF event collateral</p> <ul style="list-style-type: none"> • Healthcare forum • Think Thank • Regional conference <p>5. BHF Branding</p> <ul style="list-style-type: none"> • Assist the marketing department with the concept and design of website elements and social media platforms for promotional campaigns • Assist with programme, invites & forms design for BHF events • Design internal and external communication collateral <p>6. Admin</p> <ul style="list-style-type: none"> • Centralize and consolidate all BHF artwork • Develop editable graphic templates • Translate existing designs into a variety of media 	<ul style="list-style-type: none"> • HTML knowledge would be an advantage • Creative problem solving • Self-starter and motivated • Delivery and goals driven • Ability to work under pressure, for prolonged periods • Confidential • Sense of urgency

Candidates must be able to demonstrate the following generic competencies:

- Excellent accuracy and attention to detail
- Excellent time management, planning and organising
- Strong communication and team orientation skills
- High levels of initiative and proactive approach

Be a self-starter, highly motivated and align with the BHF values of **OPENNESS, TRANSPARENCY, INTEGRITY AND INCLUSIVITY.**

Closing date: Monday 12th March 2018, close of business. If you are interested or know anyone who may be interested, - please email your details to Carrie Smith on carrie.smithza@gmail.com.

Submission of a portfolio of evidence is required with the application.