



**Date Issued: 24 May 2024**

Corporate Services

The establishment of a Border Management Authority was enabled by a legal framework that allowed a single authority to execute functions on behalf of multiple principal Organs of State regarding specifically defined functions, whether they be at the Port of Entry or Border Law Enforcement Area. The Border Management Authority Act (No. 2 of 2020) was assented to and signed into law by the president in July 2020. The Border Management Authority invites suitable interns to apply for the following positions:

### **IMPORTANT INFORMATION FOR THE APPLICANTS**

#### **APPLICATIONS:**

- The internship appointment will be for period of twelve (12) months, and the appointment will be done in terms of Sectoral Determination No. 5 of the Basic Conditions of Employment Act No. 75 of 1997 as the enabling Act.
- A comprehensive CV should be accompanied by the Employment Application Form downloadable from the BMA website ([www.bma.gov.za](http://www.bma.gov.za)).
- All applications must be emailed to the specified email address indicated
- Only shortlisted candidates will be required to submit certified copies of their qualifications. Candidates have foreign qualification(s), such must be accompanied by an evaluation certificate obtained from the South African Qualifications Authority(SAQA) to confirm the appropriate National Qualifications Framework (NQF) Level.
- Application form should be completed in full (e.g. reference number).
- Age requirement: not older than 35 years.
- Failure to comply with any of the above instructions may result in the application being disqualified.
- Applications received after the closing date will not be considered.
- Should you not be contacted within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful.
- BMA reserves the right to fill or not to fill this position.
- All enquiries may be sent to:

**Closing Date: 29 MAY 2024 @ 16h00.**

**1. POSITION** : **INTERN: DIGITAL CONTENT CREATOR X1**  
**DURATION** : **Twelve (12) Months Contract**  
**CENTRE** : **BMA Head office, Pretoria**  
**STIPEND** : **R7000.00 for an intern with a degree and R6000.00 for an intern with a diploma**  
**REFERENCE NUMBER** : **NO: 1/02/2024**  
**EMAIL ADDRESS** : **RecruitComms.Intern@bma.gov.za**

**MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES**

Requirements	<ul style="list-style-type: none"> <li>Applicants must be in possession of a Grade 12 Certificate and a minimum of a three-year qualification (NQF level 6 or 7) in the field of Multimedia, Film &amp;TV Production or Graphic Design. Possible candidate(s) will be subjected to background checks, to test the integrity. Should the background checks not be acceptable, the applicant's your services shall be terminated.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Any proven applicable knowledge of graphic design/ digital content creation/ information design or digital technology. Knowledge of different digital design or graphic design tools and best practices. Knowledge of website and social media tools. Knowledge of designs and other media editing software. Computer literacy, including knowledge of MS Office suite and relevant software.</li> </ul>
Competencies:	<ul style="list-style-type: none"> <li>Proficiency in using design software and multimedia tools. Digital content creation skills. Interpersonal skills. Team player. Independent worker. Communication and basic presentation skills. Digital skills, including photo and video editing skills. Ability to manage time effectively and meet deadlines.</li> </ul>
	<ul style="list-style-type: none"> <li>Design and create innovative digital and print content for the Border Management Authority. Website design and editing. Online and printed digital material editing. Multimedia and basic gamification designs. Conceptualise ideas for graphics. Develop concept briefs and create appropriate designs and infographics. Operate in a cross-functional design environment. Create design videos.</li> </ul>