

**Department of Information and Communication Technology (ICT)**

**Multimedia Centre**

**Multimedia Compiler (P8) x 1**

**One (1) year Fixed Term Contract**  
(Muckleneuck Campus)

**(REF: ICT/Multimedia Compiler/P8/65408/2022-NM)**

This position aims to employ an incumbent who will be responsible to deliver project resources according to the requirements and approved methodology by producing and creating still and moving images using computers, creating graphics, animations, and videos of products, and managing multiple projects didactically and aesthetically while adhering to deadlines, Internet streaming etc.

**Minimum Qualification(s):**

- Grade 12 (Matric) plus bachelor's degree or National diploma

**Experience:**

- 4 years' relevant experience

**Recommendation:**

- Preferred qualifications; Bachelor's degree or National diploma in Film and Arts, Multimedia Studies, Film and TV Production, Cinematography, Graphics design and Animations
- Added advantage Knowledge of 3ds Max, V-Ray, SketchUp, Maya, Cinema 4D, Lightwave 3D, Modo and Houdini

**Technical Competencies:**

- Camtasia, MS Office, Adobe Creative Cloud Suite (such as Adobe After Effects, Adobe Premiere, Adobe Photoshop, InDesign, Illustrator) Camtasia, Articulate, Camera Recording, Lights, OBS for Live Video Streaming, Social Media Streaming experience, Sound knowledge and ICT networking understanding
- Strong working knowledge of industry-standard software
- Project Management (take projects through project life cycle)
- Stakeholder Management

**Skills:**

- Out of the box Creative Thinking
- Solution Driven
- Innovation and creativity
- Project Management
- Communication skills
- Stakeholder Management
- Judgement and Decisive Thinker
- Problem Solving
- Negotiations

**Abilities:**

- Communication – oral expression, speech clarity, speech recognition, written comprehension, and written expression
- Deductive Reasoning – The ability to apply general rules to specific problems to produce answers that makes sense
- Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Solution Driven – ability to bring solutions instantly

**Duties:**

- Designing graphics, video and Animations for Post-production where necessary as per the clients' request
- Visualising, conceptualising and formulating a didactically sound Graphics Animation
- Discussing Graphics Animation projects with production team for technical specifications
- Finalising Graphics Animation projects for approval of client and production team
- Advising on use of suitable media for teaching
- Creating and recording PowerPoint and Camtasia Screencasts
- Recording and editing Teaching videos
- Conceptualising and designing animated Infographics
- Hands-on and Online training in PowerPoint and Camtasia
- Selecting appropriate media by doing a situation analysis by pairing off subject content and media values to choose the correct medium to reach outcome as well as **source** suitable existing material for programs.
- Analysing educational/communication need by doing a situation analysis including
  - Target group analysis
  - Analysing study package/ content information
  - Investigate practical/didactical/communication problems
  - To identify a didactical outcome that will address the client's need
- Structuring information and programme contents by implementing didactical requirements to form a workable concept
- Using 3D modelling, texture, mapping, and other techniques to create graphics, visual effects, and animations.
- Collaborating with Animators and other Audio-Visual Team and attending meetings to discuss ongoing projects.
- Understanding the project requirements and conceptualizing creative ideas.
- Creating storyboards to visualize scenes and create a realistic environment for movies, games, and other visual effects.
- Receiving feedback from directors, animators, designers, and clients, and editing your creations based on the comments received.
- Reviewing Graphics and recommending improvements.
- Creating Graphics to meet artistic standards.
- Troubleshooting any problems that arise during work on a project.
- Meeting with clients, Designers, and Directors to discuss and review projects and deadlines.
- Encourage Academics that the 2D & 3D Animation and MMC productions must be "Learner-centred"
- Provide communication and advisory services on the Ethical issues concerning multimedia and software such as: Re-use, copyright, privacy, ethics, re-use of learning objects and resources, Informing students about copyright, plagiarism, privacy, ethics etc
- Ensure Backups of every completed production for Archival Purposes
- Perform and Administer Maintenance of Equipment (tools of trade) where necessary as well as informing Admin/HOD
- Conduct Roadshows/Workshops regarding the current technologies in Education.
- Liaise and Plan with Admin as well as a requesting department (client/ Subject Matter Experts (SMEs)) regarding the brief.
- Planning and developing the visual presentation of the story, in conjunction with the academics – academic availability (teaching/research/admin) and ability to communicate the MMC services to all academics as the Subject Matter Experts (SMEs)
- Conduct regular production meetings in order to get input and report progress on productions.
- Liaise with scriptwriter and client to discuss script and technical requirements as well as deadlines.
- Conceptualize videos, graphics as well as script visually in order to do a technical breakdown for preparation of recording.
- Design studio/outside productions and graphics and animations to ensure that all client, script and technical requirements are met for recording.
- Verify copyright of all supplied additional material to be inserted.
- Reconnaissance of outside location to ensure that technical and aesthetic requirements are met in order to plan recordings.
- Ensure basic maintenance and repairs on equipment to ensure fluency in production process.

### For Live/Stream Production:

- Recording live events using any related live video streaming equipment such as Black Magic Design Web.
- Feed to Various Social Media Platforms
- Follow Protocol regarding DIA's Channel Setup and Event Naming. Liaise with ICT Networking to find if there is already a setup IP Address.
- Test day before in preparation of the actual Live Recording.
- Send the Link to the requesting division after setup
- Ensure steady and controlled camera movements while filming live events as per filming standards and guidelines (if using Camera)
- Ensure correct settings for OBS

**Assumption of duty** : As soon as possible

**Salary** : Remuneration is commensurate with the seniority of the position

**Closing date** : 17 November 2022

- **All applications should reach UNISA before 16H00 on the closing date.**

**Enquiries :** (012) 429 2588 / [mpakonp1@unisa.ac.za](mailto:mpakonp1@unisa.ac.za)  
Mrs. NP Mpako (HR Contracts Appointments)

(012) 429 2772 / [mayekky@unisa.ac.za](mailto:mayekky@unisa.ac.za)  
Ms. Khanyisile Yanela Twabu (Acting Deputy Director: Multimedia Centre: ICT)

The advertisement and the prescribed form (Fixed Term Application Form) can be obtained on the Unisa website: <https://www.unisa.ac.za/vacancies>

- **The complete prescribed application form must be accompanied by a Comprehensive Curriculum Vitae and Certified Copies (within the previous six months) of;**

- identity document.
  - all educational qualifications.
  - academic transcripts/records.
  - proof of SAQA verification of foreign qualifications (if applicable)
- Unisa reserves the right to authenticate all qualifications without any further consent from the applicant.
  - Unisa is not obliged to fill an advertised position
  - Late, incomplete, and incorrect applications will not be considered
  - Appointments will be made in accordance with Unisa's Employment Equity Plan

We welcome applications from persons with Disabilities



- Applications can be forwarded by email to: [mpakonp1@unisa.ac.za](mailto:mpakonp1@unisa.ac.za)

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was not successful.