Knowledge Translation Unit

Desktop Publisher and PowerPoint Designer

CONTRACT - ONE (1) YEAR FIXED TERM CONTRACT

Location: Cape Town

On-site - full time

The Knowledge Translation Unit (KTU), is a dynamic health systems unit that develops, implements, and evaluates evidence-based clinical guidance for use in primary care in the public health sector. Our work spans South Africa, several sub-Saharan African countries, Brazil, and Indonesia.

We're looking for a Desktop Publisher and PowerPoint Designer to join our multidisciplinary team in producing high-quality, user-friendly clinical guidance and training materials for healthcare workers across various contexts.

Core Objective
The primary objective of this role is to support the effective communication of clinical guidance and training content by producing visually clear, professionally formatted materials. The Desktop Publisher and Power-Point Designer will work closely with the senior designer and content teams to ensure all outputs—particularly PowerPoint presentations and print materials, are visually consistent, accessible, and aligned with KTU's design standards. By enhancing the clarity and usability of educational content, this role contributes directly to KTU's mission of improving primary healthcare delivery in South Africa and other low- and middle-income countries.

Minimum Requirements and Skills:

- Diploma or higher qualification in Graphic Design, Desktop Publishing, or a related field
- Microsoft PowerPoint and other MS Word
- Adobe Creative Cloud, especially InDesign, Illustrator, and Photoshop
- Strong attention to detail and ability to follow established design systems

Attributes:

- A detail-oriented team player with a keen eye for layout and consistency
- Someone comfortable working under direction in a collaborative, mission-driven environment
- Experience in public health or nonprofit communication design (advantageous, but not essential)
- A proactive learner with a growth mindset, eager to embrace new design techniques and technologies, and continuously improve skills to adapt to evolving project requirements and industry trends.

Responsibilities:

- Format and polish PowerPoint presentations to meet professional standards
- Follow design briefs provided by a senior designer

- Apply layout, typography, and visual hierarchy principles to clinical and educational materials
- Assist with the design and production of various print and digital resources, including manuals, job aids, and training materials
- Ensure consistency of branding and visual language across materials

Your expertise is valuable to us.
Remuneration will be commensurate with your qualifications and the breadth of your experience.

How to apply:

Send email to *ktu@uct.ac.za* with the subject **#DesktopPublisher by 23 July 2025**
- Attach:
  - CV
  - Portfolio of work
  - Motivation letter
  - Certified copy of highest qualification
  - Include details of three (2) current contactable referees (could be lecturers if this is your first job)

Incomplete applications will not be considered.

Closing date for applications is **4pm on 23 July 2025**

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

If shortlisted, you will be required to do a skills assessment.

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For more information about the organization please visit our website at *www.knowledgetranslation.co.za*

Vision:

To improve the quality of primary healthcare for underserved communities through pragmatic research, evidence-based implementation, evaluation, and engagement of health systems, their planners, providers and communities.