



ADVERTISEMENT

Junior Multimedia Producer

Contract type: Permanent

Job Level: Skilled / Middle Management

Work Location: Pretoria, Gauteng

The National Research Foundation (NRF) is a government mandated research and science development agency established through the National Research Foundation Act (Act No. 23 of 1998). The agency supports and promotes research and human capital development through innovative grant funding and partnerships, the provision of National Research Facilities and science engagement platforms and supporting and promoting public awareness of science to the broader community, in all fields of science and technology, including natural science, engineering, social science and humanities.

The South African Agency for Science and Technology Advancement (SAASTA) is a business unit of the National Research Foundation (NRF) with the mandate to advance public awareness, appreciation and engagement of science, engineering, innovation and technology in South Africa and has been appointed by the Department of Science, Technology and Innovation to be the national coordinator for Science Engagement in South Africa.

The National Research Foundation (NRF) seeks to make an appointment for the positions of two creative, technically skilled, and detail-oriented Junior Multimedia Producers who will report to the Science Communication and Engaged Research Manager, within Research, Innovation and Impact Support and Advancement (RIISA) at the business unit SAASTA. These roles are essential for implementing the SPDMF's multimedia content strategy, producing high-quality assets, and ensuring our science stories reach and resonate with diverse South African audiences. The position will be based at NRF, Business Unit SAASTA in Pretoria CBD. This is an Employment Equity position and preferred candidates would be males: Coloured/Indian or African.

To provide a dedicated production and technical support to the Multimedia Producer in the creation, editing, and distribution of Science Communication multimedia content. The Junior Multimedia Producer will execute the day-to-day production tasks that bring the SPDMF's content strategy to life, ensuring all outputs are engaging, accurate, and accessible.

Key Responsibilities:

1. Content Production & Editing (Primary Focus)

Collaborate with the team to identify stories, contribute to content plans, and assist in developing scripts and storyboards that simplify complex science.

Assist in filming and recording video, audio, and photographic content in-studio and on location at NRF facilities and partner sites.

Perform post-production editing of video and audio content using Adobe Creative Suite (Premiere Pro, After Effects, Audition) or equivalent software.

Create engaging motion graphics, lower thirds, animations, and visual effects to enhance science storytelling.

Edit and master podcast episodes, ensuring high audio quality and clear narrative flow.

Prepare and format multimedia assets for various platforms (social media, web, broadcast).

Maintain a well-organized digital asset library for archived and current projects.

2. Design & Social Media Support

Design static and animated graphics for social media, presentations, websites, and print materials.

Assist in packaging content into "ready-to-use" multimedia kits for community and mainstream media partners.

Optimize video and image files for web and mobile delivery.

3. Operational & Administrative Support

Assist with the setup, maintenance, and inventory management of the DMF's equipment (cameras, audio, lighting, etc.).

Provide technical support during live streams, webinars, and virtual events.

Assist in the documentation of production processes and reporting on content metrics as required.

Key Requirements:

Qualification:

- * A National Diploma or Bachelor's degree in Multimedia Production, Communication, Video Editing, Graphic Design, or a related field. • A minimum of 2 years of practical experience in video editing, audio production, and/or graphic design.

- * A strong portfolio/showreel demonstrating technical skill in video editing, motion graphics, or digital design.
- * Proficiency in Adobe Creative Suite applications, particularly Premiere Pro and After Effects. Familiarity with Audition, Photoshop, and Illustrator is required.
- * Basic understanding of filming techniques, lighting, and sound recording.
- * Excellent attention to detail and a commitment to producing high-quality work.
- * A valid driver's license.

Experience:

- * Experience or a keen interest in science communication, documentary, or educational media.
- * Experience in creating subtitles and understanding of accessibility standards.
- * Experience with basic 2D animation.

Knowledge:

Knowledge of social media platforms (YouTube, LinkedIn, Facebook, Twitter) and their specific content requirements.

Additional Notes:

- * **Technical Proficiency:** Strong hands-on skills with editing software and media equipment.
- * **Creativity & Visual Storytelling:** Ability to translate concepts into engaging visual and audio content.
- * **Teamwork & Collaboration:** Works effectively as part of a small, dynamic production team and takes direction well.
- * **Organisation & Time Management:** Manages multiple tasks, meets deadlines, and maintain orderly digital workflows.
- * **Quality Focus:** Meticulous in editing, design, and final asset preparation.
- * **Adaptability:** Willingness to learn new tools and techniques in a fast-paced environment.

Information:

The website www.nrf.ac.za provides more details on the NRF initiatives and activities.

Applications:

Applicants should submit a comprehensive CV by logging to <https://ess.nrf.ac.za/Account/Recruitment> and apply online. Applications should be accompanied by a letter of motivation indicating the applicant's suitability for the position. The names and contact details of at least three referees should be provided.

Closing Date: 30 March 2026

The NRF offers a challenging career and competitive remuneration package which is commensurate with qualifications and experience. The NRF is committed to employment equity and redress and the appointment to the position will be made in line with the NRF Employment Equity Plan.

The NRF reserves the right not to make an appointment.

Correspondence will be sent to short-listed candidates only