



Letter of Invitation to bid.

AOS Ltd is inviting you to submit your best proposal for fulfilling the duty of Graphic Design.

More details on the tender are provided in the Terms of Reference.

Interested candidates should submit their resume, a cover letter, and a link to their portfolio to the email procurement@aos.rw not later than 6th September 2024 at 4pm, local time. Late proposals will not be considered.

For further information regarding this tender please contact us in writing via email: elyse.mukundente@aos.rw, cc procurement@aos.rw within 5 days before bid submission deadline.

Yours sincerely,

Seong Woo KIM

Chief Executive Officer

AOS Ltd

TERMS OF REFERENCE FOR HIRING A CONTRACTED GRAPHIC DESIGNER

Position Overview:

AOS is seeking a talented, experienced, and creative Contracted Graphic Designer to generate visual content for our social media accounts, enhance our website, and collaborate with our sales and marketing team on branding and communication assets. The ideal candidate will deliver innovative design solutions, ensuring all deliverables meet our brand standards and deadlines.

Scope of Work:

- **Social Media Content Creation:** Design engaging static and motion graphics for our social media platforms, aligned with our brand identity.
- **Website Enhancement:** Improve the visual appeal and user experience of our website through innovative design.
- **Branding and Communication Assets:** Develop compelling branding materials in collaboration with the sales and marketing team.
- **Project Collaboration:** Understand project requirements and deliver high-quality design solutions.
- **Timely Delivery:** Manage multiple projects and ensure timely delivery of all design assets.

Work Structure:

- **Onboarding:**
 - **Introduction:** Familiarize with AOS's brand guidelines, tools, and key team members.
 - **Project Overview:** Review current projects and design needs.
- **Accountability and Deliverables:**
 - **Weekly Check-ins:** Regular weekly meetings with the marketing team to discuss progress, gather feedback, and plan upcoming projects. At least one physical check-in at the company premises will be required each week, with the possibility of additional in-person meetings depending on the complexity and demands of the projects.
 - **Project Management:** Use project management tools to track tasks, set deadlines, and ensure accountability.
 - **Design Review:** Submit drafts for review, incorporate feedback, and finalize designs as per schedule.
 - **Reporting:** Provide weekly updates on completed tasks and upcoming deliverables, ensuring transparency and accountability.

Qualifications:

- At least 5 years of proven experience as a Graphic Designer with a strong portfolio.
- Proficiency in graphic design software (e.g., Adobe Creative Suite - Photoshop, Illustrator, InDesign, After Effects).
- Experience with web design and UX/UI principles.
- Strong communication and collaboration skills.
- Ability to manage time effectively and meet deadlines.

How to Apply:

Interested candidates should submit their resume, a cover letter, and a link to their portfolio to procurement@aos.rw. Please include "Graphic Designer Application – (Your Name)" in the subject line.