CALL FOR EXPRESSIONS OF INTEREST
EXTERNAL GRAPHIC DESIGNER

The International Organisation of Employers (IOE) is requesting expressions of interest for an external, independently employed graphic designer to design publication and promotional materials (brochures, booklets, leaflets, etc) that follow IOE’s graphic guidelines and supports IOE’s EU project implementation efforts.

Under the overall guidance of the project manager, the graphic designer will work closely with the IOE communications team to produce graphic design of the materials requested in print-ready and electronic formats, primarily in English, but also in French and Spanish.

The graphic designer must have a degree-level graphic design qualification, a proven track record in designing multiple communications products and guarantee timely delivery.

The independent graphic designer will have the following duties:

- Transform text-based communications materials into visual graphic design materials such as reports, factsheets, leaflets, brochures, etc.
- Develop designs for communication materials.
- Provide recommendations on the best and most relevant visual design style and materials, while remaining in line with IOE’s graphic guidelines
- Liaise with and report to the IOE communications team.

When any of the above services are required, IOE and the graphic designer will agree on input, number of working days necessary, deadline and price prior to commencement of work.

For each agreed product, the contractor will:

- Design and layout the assigned product
- Submit options of preliminary layouts for discussion
- Revise the selected layout as discussed
- Submit a draft for proofreading in the required language(s)
- Ensure all corrections have been inserted
- Obtain a final sign off from the communication manager before submission

Timeline: April – 31 July 2021

Location: Home based

Competencies:

- Excellent graphic design and creative skills
- Proficiency in design software
- Creativity and initiative
- Ability to respect deadlines

Please send us your per-page rate or per hour rate as well as your CV or company presentation to: projectprocurement@ioe-emp.com with the email subject line: Graphic Designer 2021. Deadline extended to 11 April 2021.