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**26 January 2022**

**JOB OPPORTUNITY - GRAPHIC DESIGNER**

**About Spruik**

Spruik is a Rwandan communications agency that provides public relations and marketing services to a wide range of clients. We believe that successful businesses are grounded in effective internal and external communications.

To better serve our growing clientele, we are recruiting a full time ***graphic designer*** who will support our team to deliver the top of the line services to our clients. Below are more details on this exciting opportunity.

**Tasks**

Working under the supervision of the **Communications Department Manager,** the employee will:

* Develop concepts, graphics, layouts as well as logos and brand guidelines
* Update and refresh existing client brands and graphic materials
* Design reports, presentations and templates and other materials
* Amend designs after internal and client feedback
* Ensure final graphics and layouts are visually appealing and on-brand
* Edit photos
* Produce animations and provide input on video productions
* Interact with Spruik clients and share ideas on creative designs
* Train staff and partners on the basics of graphic design
* Produce weekly action plans and reports
* Work with the team to produce final designs
* Come up with creative ideas that serve our clients
* Attend internal and external meetings
* Engage in professional learning opportunities
* Other tasks as agreed between the Employer and Employee

**Skills and Attitudes**

The employee should demonstrate the following skill set:

* A creative mindset
* Critical thinking
* Sense of accountability
* Strong organisational skills
* Motivation and ability to work independently
* Excellent communications skills through various platforms (phone, Slack, email, etc.)
* A keen eye for aesthetics and detail
* An understanding of Google Suite and other remote working tools (Slack, Trello, etc.)
* A collaborative attitude
* Excellent time management skills
* Proactive attitude to take initiative
* Self-disciplined and well-mannered
* Ability to learn new technologies quickly
* Ability to meet tight deadlines
* Average typing skills

**Qualifications and Experience**

The graphic designer should ideally have an education or professional background in the following:

* 1+ year of experience in graphic design
* Proficiency in design software (Photoshop, Illustrator, InDesign, Premiere Pro, WordPress, Canva, etc.)
* MS Office skills, particularly Microsoft Word, PowerPoint and Publisher
* Experience with print design, preparing files for print and working with printers
* Experience in web platform development/management is a bonus

In addition to the above-mentioned skills, the candidate should have a good command of English and Kinyarwanda with proven skills of writing and speaking both languages proficiently.

**Timeframe**

Applications close **9 February 2022 at 11:59PM CAT**, and the candidate should ideally be ready to start work by **21 February 2022**. Shortlisted candidates will be contacted for an interview.

**Application Process**

Interested candidates should send their resume, cover letter and portfolio to [recruitment@spruik.rw](mailto:recruitment@spruik.rw). In the subject line, please indicate: “Graphic Designer”.

For further information about Spruik and its mission, please visit [www.spruik.rw​](about:blank). For any other questions, please email [recruitment@spruik.rw](mailto:recruitment@spruik.rw).