

**KWAZULU-NATAL PROVINCE**TREASURY
REPUBLIC OF SOUTH AFRICA

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SPECIFICATION FOR GRAPHIC DESIGN SERVICE PROVIDER

Company Name	
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DELIVERY ADDRESS: Department of KZN Provincial Treasury
145 Chief Albert Luthuli Street
1st Floor
Pietermaritzburg
3201

Enquiries: Main person: Musa Cebisa (0716878 777), Other Contact Persons:
Thembeke Dlungwane (0820821193) & Nkosikhona Duma: (0713830388)

1. SCOPE OF WORK

- Design poster campaigns for all departmental programs.
- Formulate and design marketing and promotional material, adverts and banners.
- Formulate and design material for advertising purposes
- Design and produce invitations, pamphlets, calendars, certificates, posters, and all general paraphernalia for printing purposes.
- Prepare sketches, diagrams, illustrations, and layouts of design concepts.
- Design material for intranet and internet uploading including social media platforms.
- Design and layout of all Departmental and interdepartmental publications, books, and information packages, for both internal and external publications.
- Formulate departmental branding manual/ guidelines in line with the Provincial Branding Manual.
- Align corporate branding as per current themes of the year and religious holidays
- Develop and maintain brand identity manual and policies.
- Develop and maintain corporate branding on all departmental stationary
- Provide technical assistance with installation of signage to all departmental buildings.
- Provide technical advice in relation to graphic design.
- Provide ad-hoc activities in relation to branding and graphic design within the department and Province.

2. KNOWLEDGE, SKILLS AND COMPETENCIES

- ADOBE Creative Suit
- Desktop Publishing and Graphic Design.
- Microsoft package.
- Protection of Personal Information Act

