tel./fax. 031/273 236 ::: mob. 091/1 273 236

www.ofir.hr info@ofir.hr

Osijek, January 15 2025.

SUBJECT: Corporate Philanthropy Strategy

To: all interested parties

Ofir Ltd. is a company engaged in the creation and development of web solutions, maintenance of computer systems (IT support), technical protection, and digital marketing.

Social responsibility is an integral part of Ofir's business, reflected in the commitment of business quality, monitoring the requirements and needs of clients and employees, development of new services and solutions, as well as care and assistance to the local community. In line with the company's vision and mission, we aim to **align our business with the highest European and global standards.**

To date, Ofir has invested in the community through various **workshops, seminars, internships, and donations**, both through associations such as Osijek Software City [1]and CISEx[2] (Association of Software Exporters in Croatia) and independently. The goal is to contribute to the common good of the community, society, or individuals.

Due to the desire to invest in the community of which we are a part, Ofir Ltd. has initiated the program **"Idea? Practice? Implementation? Ofir"** through which we aim to help students improve their knowledge and skills related to the IT sector, and expand their understanding of the job market and potential future professions.

Ofir Ltd. participated in the EU project "Creating a Philanthropic Culture in Croatia" in February 2016, resulting in the development of an individual model of strategic corporate philanthropy. This project laid the formal foundation for our philanthropic activities, focusing on volunteer engagement, investment in youth through education and practical experience for professional and personal development.[3]

Twice a year, based on available capacities, **we announce a competition for mentoring four selected students.** The collaboration lasts for two months and includes student education categorized by the company's departments: **two students for the marketing department, one student for web development, and one student for IT support.**

[1] http://softwarecity.hr/

[2] http://www.cisex.org/

[3] You can find previous Philanthropy Strategy here.

Ofir d.o.o. Ramska 20, HR - 31000 Osijek
| Upisano u sudski registar trgovačkog suda u Osijeku pod brojem Tt-08/469-3, mbs: 030027395 |
| Temeljni kapital: 5.494,72 EUR | OIB: 90020897203 |
| Žiro račun: Zagrebačka banka: 2360000-1101368262 | IBAN: HR5323600001101368262 |

Digital Marketing:

- Planning and execution of marketing campaigns and their evaluation (social media, Google advertising, email marketing, and general strategies).
- Writing and creating content and key messages for client communication channels.
- Communication with key clients in the marketing domain.
- Coordinating projects with key clients within time constraints, costs, quality, and agreed-upon scope to deliver the desired product/solution to clients.

Web Development:

- Working on the design of web solutions (using wireframe sketching, working in Figma/Photoshop – "slicing" design).
- Programming web solutions or developing web applications (basic knowledge of HTML, CSS, and Bootstrap structure, PHP application platform, and environment).
- Onsite and offsite SEO optimization.

IT Support:

- Working on-site and in the office on user equipment in terms of IT support.
- Installation of operating systems and related solutions.
- Diagnosing faults and resolving them, replacing parts, inspections, and analyses of network system operations.
- User support with the aim of developing clients' information systems.

General Project Objective:

The overall goal of the project is to enhance students' knowledge of working in the IT sector and educate them on applying acquired knowledge in business practices. Additionally, the aim is to connect students with the job market by providing insights into professions related to information technologies. All participants in the Ofir internship program are also considered as potential candidates for future job positions.

Ofir d.o.o. Ramska 20, HR - 31000 Osijek
| Upisano u sudski registar trgovačkog suda u Osijeku pod brojem Tt-08/469-3, mbs: 030027395 |
| Temeljni kapital: 5.494,72 EUR | OIB: 90020897203 |
| Žiro račun: Zagrebačka banka: 2360000-1101368262 | IBAN: HR5323600001101368262 |

Eligibility Criteria for Student Applicants:

Students who meet the following criteria may apply for the competition:

1. Regular/irregular students in the final year of undergraduate studies (third year) or the first and second year of graduate studies at the Josip Juraj Strossmayer University in Osijek.
2. Students with a preference for practical work and learning in the dynamic environment of information and communication technology.
3. Preference given to candidates with previous independent experience in applying information and communication technology (examples of work are welcome), regardless of the applied department.
4. Required B level of English proficiency in speech and writing.

Application Process

Interested students who meet the above criteria can express their interest in participating in this project by submitting an application. The application must be in Croatian and submitted electronically. Only complete applications will be considered.

A complete application includes:

1. Completed application form with student information.
2. Proof of enrollment.
3. Resume (with examples of previous work if available).
4. Motivational letter (maximum 1000 characters with spaces) explaining the reasons for applying to this competition; the letter should clearly describe and justify:
    a. Why students are applying to the project and what they expect to gain from participating.
    b. What students have done so far in their field of study.
    c. What students want to learn and in which area they want to develop.

The deadline for expressing interest is one month from the announcement of the competition. Applications (items 1-4 above) should be sent to the email address: prakse@ofir.hr.

Ofir d.o.o. Ramska 20, HR - 31000 Osijek
| Upisano u sudski registar trgovačkog suda u Osijeku pod brojem Tt-08/469-3, mbs: 030027395 |
| Temeljni kapital: 5.494,72 EUR | OIB: 90020897203 |
| Žiro račun: Zagrebačka banka: 2360000-1101368262 | IBAN: HR5323600001101368262 |

Selection Process

After receiving and reviewing applications, selected students will be assigned a detailed task related to the department for which they applied. **The task must be completed within a specified time frame and presented orally.** After completing the task, Ofir Ltd. will select students for collaboration. All applicants will be notified of the selection outcome within 10 days after the final selection of students, with a brief explanation of the points awarded.

Additional Information

Any additional questions can be submitted electronically no later than 10 days before the deadline for expressing interest to the email address: prakse@ofir.hr. Questions received after this deadline will not be considered.

Answers to received questions will be published on the Ofir website, specifically in the news section, no later than seven (7) calendar days before the deadline for expressing interest. Information about students entering into partnership with Ofir will be published on the official website of Ofir Ltd., subpage News, and the project's development and activities will be regularly reported on the company's website.

Sincerely,

Ofir Ltd.

Ofir d.o.o. Ramska 20, HR - 31000 Osijek
| Upisano u sudski registar trgovačkog suda u Osijeku pod brojem Tt-08/469-3, mbs: 030027395 |
| Temeljni kapital: 5.494,72 EUR | OIB: 90020897203 |
| Žiro račun: Zagrebačka banka: 2360000-1101368262 | IBAN: HR5323600001101368262 |