

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>Ministry:</b> Ministry of Health and Medical Services		
<b>1. Position Title:</b> Printery Assistant	<b>2. Salary Level:</b> 18-15	<b>3. Division:</b> Public Health Services
<b>4. Reports To:</b> Senior Health Promotion Officer	<b>5. Direct Reports:</b> Chief Health Promotion Officer	
<b>6. Primary Objective of the Position:</b> The initial purpose of this post is to assist the Ministry by providing and printing all health forms, mass production of IEC materials and the binding of health manuals		

<b>7. Position Overview</b>	
9. Financial: NA	10 Legal: NA
11. Internal Stakeholders: <ul style="list-style-type: none"> <li>• Programme Managers</li> <li>• HODs</li> <li>• District Principal Nursing Officers</li> <li>• In-charge Wards</li> </ul> To be referred to Manager: <ul style="list-style-type: none"> <li>• Decision making and advice outside his/her scope of work</li> <li>• Queries, demands by HODs, programme managers, DPNOs, and In-charge Wards</li> <li>• Any other related issues beyond his/her control</li> </ul>	12. External Stakeholders: <ul style="list-style-type: none"> <li>• Other ministries and NGOs</li> </ul> To be referred to Manager <ul style="list-style-type: none"> <li>• Clear instruction of responsibilities related to outside request on printing</li> <li>• Any other activities required of him/her</li> </ul>

*This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>		
<ul style="list-style-type: none"> <li>▪ <b>KDP/KPA:</b></li> <li>▪ <b>MOP Outcome:</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan:</b></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
Efficient and effective printing services	<ul style="list-style-type: none"> <li>• Overall provider for all printing matters in the ministry and monitor all production records</li> <li>• Responsible for printing and binding of manuals</li> <li>• Monitor inventory levels on a regular basis, ordering or requesting additional supplies as necessary</li> <li>• Responsible for equipment maintenance and to report on continuous problems to supplier</li> <li>• Responsible for providing all printed materials (forms) to health centers and public health clinics</li> <li>• Attend to urgent orders/requests for all printing matters at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly/quarterly report on printed materials</li> <li>• Ongoing users evaluation</li> <li>• Printing needs on schedule</li> <li>• Monthly/quarterly equipment servicing</li> </ul>
Advise and assist in all printing matters	<ul style="list-style-type: none"> <li>• Receive and advice on printing matters where necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Quality printed materials</li> </ul>
Mass production of IEC materials	<ul style="list-style-type: none"> <li>• Responsible for mass production of posters, leaflet, flyers</li> <li>• Keep count of printed materials</li> <li>• Pack and distribute to health centers and public health clinics</li> </ul>	<ul style="list-style-type: none"> <li>• Quality printed materials</li> <li>• Printing needs on schedule</li> <li>• Monthly/quarterly report on printed materials</li> </ul>

*This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>
<ul style="list-style-type: none"><li>• Machine breakdown and supplier not efficient with maintenance and repair</li><li>• Exposed to inks/toners/chemicals</li><li>• May be assigned to work after hours during special occasion</li><li>• Attend to urgent requests/orders and during outbreaks</li><li>• Timely reports especially on the breakdown of machines</li><li>• ONLY provider for all printing matters in the ministry</li><li>•</li></ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b> <b>Education:</b> Form 6 or Form 5 with 1 year relevant work experience</p> <p><b>Experience:</b> 3 years in the field</p> <p><b>Job Training:</b> Should have completed a training in Machine Repair and Maintenance</p> <p><b>Prerequisite:</b> Should be computer literate and at least have book binding skills</p>
	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <ul style="list-style-type: none"><li>○ Customer and Personal Service</li><li>○ Excellent written and oral communication skills</li><li>○ Computer literate</li><li>○ Ability to prioritize tasks and to complete them quickly and accurately</li><li>○ Commitment to working effectively within a team</li></ul> <p><b>2. Skills:</b></p> <ul style="list-style-type: none"><li>○ Speaking</li><li>○ Active Listening</li><li>○ Reading Comprehension</li><li>○ Critical Thinking</li></ul>

*This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

Approved by:

Date of Issue:

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

	<ul style="list-style-type: none"><li>○ Monitoring/Evaluation</li><li><b>3. Attributes</b></li><li>○ Efficient</li><li>○ Effective</li><li>○ Innovative</li><li>○ Creative</li><li>○ Approachable</li><li>○ Cooperative</li><li>○ Fair</li><li>○ hardworking and dedicated</li><li>○ sharing</li><li>○ interested in meeting people</li></ul>
--	---

*This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------