GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Information, Communication, Transport and Tourism Development		
2. Position Title: Binding Officer	**3. Salary Level:** 18-15	**4. Division:** Printery
5. **Reports To**: Printing Superintendent	**6. Direct Reports:** *(Write No. & Position Title :)* Senior Printer (Bookbinding section)	
7. **Primary Objective of the Position:** The objective of the post is to make sure that government books, stationeries, forms, and important documents are produced through quality binding system and prepared on time for all ministries		

8. Position Overview

9. Financial: Nil	10 Legal: Nil
11. Internal Stakeholders: • Supervisor • Work colleagues • Printing Superintendent • Government Printer To be referred to Manager: • Initial preparation for numbering to be checked by supervisor prior to actual numbering operation • A completed tasks also need to be referred to the supervisor for checking on quality and approval before releasing it to concerned customers • Type of materials, binding system and procedures	12. External Stakeholders: • Private customers • Customers from government ministries To be referred to Manager • Incorrect or defective booklets and other

13. KEY ACCOUNTABILITIES ***(Include linkage to KDP, MOP and Divisional Plan)***

- ***KDP/KPA:***
- ***MOP Outcome:***
- ***Divisional/Departmental/Unit Plan:***

Key Result Area/Major	Major Activities/Duties	Performance Measures/Outcomes

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.

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Responsibilities		
• Binding of stationeries	• Number pages manually with hand numbering machine • Enter and keep starting and ending numbers in a record book • Gather pages manually by hand and stitch into books • Cover spine with rexine or paper and trim book edges with guillotine for smoothness	• Adequate stock of government stationery is in place at all times
• Binding of government books and other publications	• Sort out book pages in alphabetical or numerical order • Combine pages together to form a book • Set up giant stapler and operate it to stitch books • Put glue onto rexine and cover spine of books	• Budget books Parliament minute books, ER and others should be ready on time for parliament and other ministries
• Binding of various important government stationeries and publication	• Create signatures by folding and sewing sheets of paper • Combine all signatures and sew together or glue them all into a complete book • Make hardcover by gluing thick board cover • Assemble hardcover with book content to form full bound book • Use any binding machine to make books	• Discharge books, PSC instrument, high court register, land register and others should be in hardcover binding and available at all times when needed

10. Key Challenges	11. Selection Criteria
• Binding work requires long hours of physical standing and sitting especially when undertaking mass production of various stationeries and publications of government. Most of binding processes are operated manually such as	**11.1 PQR (Position Qualification Requirement):** **Education:** Form 6 or 5 with 1 year work experience in

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	bookbinding and printing work experience.

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numbering of sheet of papers, collating, stitching and binding into final books. • Sometimes there are times to work overnight and at weekends to complete urgent books such as budget books, ER booklets and other reports to the house of parliament.	**Job Training:** Should have completed six months temporary or work experience in bookbinding work. **Prerequisite:** Trade certificate in book craft
	11.2 Key Attributes (Personal Qualities): **1. Knowledge** o Self-organizing o Self-motivated o creative **2. Skills:** o Book craft o Arithmetic o English reading and writing skills **3. Attributes** o Cooperative o Efficient and effective o Easy leaning o Flexible

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