GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Information, Communication, Transport and Tourism Development		
2. Position Title: Computer operator	**3. Salary Level:** 18-15	**4. Division:** Printery
5. **Reports To**: Coordinator of government and public printing	**6. Direct Reports:** *(Write No. & Position Title :)* Senior Printer (Pre-press section)	
7. **Primary Objective of the Position:** To operate and maintain computer system and production records respectively in support of management and overall production of the printery division		

8. Position Overview	
9. Financial: Nil	10 Legal:
11. Internal Stakeholders: • Supervisor • ICT department • Colleagues • Printing Superintendent • Coordinator of government/public printing To be referred to Manager: • Monthly production reports • Malfunctions of computer	12. External Stakeholders: • Private customers • Government ministries
13. KEY ACCOUNTABILITIES ***(Include linkage to KDP, MOP and Divisional Plan)*** ▪ ***KDP/KPA:*** ▪ ***MOP Outcome:***	

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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▪ *Divisional/Departmental/Unit Plan:*		
Key Result Area/Major Responsibilities	**Major Activities/Duties**	**Performance Measures/Outcomes**
Record and update important data and information	• Collect and enter data electronically and maintain accurate records of printing productions • Update and maintain information on printing production • Operate spreadsheet programs and other types of software to load and save data and to produce reports. • Notify supervisor of computer and peripheral malfunctions. • Monitor the system for equipment failure or errors in performance. • Retrieve information and data and send them to specified users. • Generate reports, store completed work in designated locations and perform backup operations	• Updated production records/data
Carry out registry and pre-press work	• Maintain personal files and filling system • Prepare and update leave form of staffs • Circulate medical certificate and put it on file • Assist supervisor in preparing polyester plates for offset printing • Assist supervisor in processing rubber stamps by developing negatives and washing rubber with water • Assist supervisor in dispatching stamps and refills	• Secured filling system for personal files and all files are in order and well monitored
Support management with updated data	• Provide production report on monthly basis and	• Production data is properly kept

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	when required by management	and updated every month

10. Key Challenges	**11. Selection Criteria**
Be able to work under pressure and after working hours when the need arises especially during general election and parliament session	**11.1 PQR (Position Qualification Requirement):** **Education: F**orm 6 OR Form 5 With year relevant work experience OR Six-month work experience as a computer data entry operator. **Job Training:** computer training **Prerequisite:** Certificate in computing
	11.2 Key Attributes (Personal Qualities): **1. Knowledge** o Computer literate o Familiar with excel, words, adobe illustrator, Photoshop, graphic design programs **2. Skills:** o Typing skills o Data entry skills **3. Attributes** o Cooperative o Efficient and effective

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	○ Easy leaning ○ Flexible

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