GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Information, Communication, Transport and Tourism Development		
2. Position Title: Coordinator of government/public printing	**3. Salary Level:** 6-5	**4. Division:** Printery
5. **Reports To**: Secretary MICT	**6. Direct Reports:** *(Write No. & Position Title :)* Deputy Secretary MICT	

7. **Primary Objective of the Position:**
The objective of the post is to provide for a role of head of the printery division responsible for the daily administration and management of government and public printing services. The post plays a key role in developing and improving government/public printing and provide advices to Secretary MICT on important and technical matters and issues for a better and reliable service to government and the public

8. Position Overview

9. Financial: ≤ 260k

10 Legal:
- Copyright law
- Publication Acts
- Government stock control and management
- Procurement Acts

11. Internal Stakeholders:

- Secretary MICT
- Divisional directors of MICT
- House of Parliament
- OB
- National Election Office
- Minister MICT
- National Library
- Ministries

To be referred to Manager:

12. External Stakeholders:
- KOES
- SOEs such as KPA, Airport, BPA
- Overseas suppliers
- Local suppliers
- Local printery service providers

To be referred to Manager
- Secretary's approval for payment to suppliers
- Any agreement and contract

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:**

• Proposals and projects that require SRO's consideration and approval • Procurement and purchases that are more than 5,000 in value • Overseas and domestic travel documents • New printing rates and charges • Overtime, chemical allowances and other claims • Payment approval for completed services • Secretary's approval for budget transfers and others Without referral to manager: • Approval on routine printing jobs • Personal matters of staffs	

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

- KPA 2 Economic growth and poverty reduction
- MOP Outcome: To generate economic benefit from improved printing services
- Divisional/Departmental/Unit Plan: To aim that by 2019 the government printery will be well equipped and transformed into a publishing department to bring benefits to government and the people of Kiribati

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
• Administration and management of government/public printing	• Develop way forward strategies of government/public printing for MSP of MICT and provide progress update to relevant authorities • Develop MOP objectives for annual operations of the printery division and provide progress update to relevant authorities • Propose annual budget estimates both expenditures and revenues for operations of government/public printing services • Control and manage a divisional budget by	• Timely submission of progress update on MOP and MSP • Timely submission of HRD and ER proposals • Adequate level of materials and consumables for productions • Budget is properly controlled and managed throughout the year

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	approving daily expenses, costing, rates and sales • Develop the printery HRD plan and make proposals/changes to ER • Oversee operations and staffs to ensure that MSP and MOP targets are achieved • Participate in meetings like Senior Management Meeting and other workshops • Initiate purchases in compliance with the Secretary's order and the procurement acts • Deal with and make contracts/agreement with suppliers for regular supplies and services as required for ongoing operations of the printery • Attend overseas workshops/seminars/exhibitions on any related printing matters/issues	
• Provide technical advice and development initiatives for government/public printing to Secretary MICT	• Propose development initiatives and draft projects for appraisal by the ministry's economist prior to DCC's consideration and approval • Draft and prepare cabinet paper on printing related matters and issues • Liaise with suppliers and relevant authorities to get actual costing and advices on a project to be developed • Give advice to Secretary MICT on development initiatives and other important matters	• The division is well equipped with suitable machineries and equipment • Project is well developed and appraised prior to submission to DCC
• Coordinate overall productions and supplies	• Approve costing and print jobs • Find and identify reliable suppliers at local and overseas market for quality and affordable materials, consumables and equipment	• Printing equipment and machineries are operative at all times • Trusted, reliable and affortable

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	• Initiate and approve purchases for the need of the whole division • Outsource maintenance and repair of machineries and equipment	suppliers • Fast and reliable repair service
• Coordinate printing work in respond to urgent printing work as needed by various ministries and parliament	• Coordinate work on printing of ballot and tendered papers for elections of MPs, President, island councilors, and mayors • Work with superintendent to schedule productions for parliament minute books, reports, confidential PSC instrument book and other sensitive information and documents • Coordinate work on printing of official cards for the President during independence day and other important functions	• No mistakes in ballot papers for national election • Parliament minutes and confidential information are securely printed and produced on time

10. Key Challenges	**11. Selection Criteria**
• Be able to work under pressure to ensure that progress update on MSP, MOP and HRD is well completed and submitted on time • Must be physically, emotionally and mentally fit to lead and manage a large number of workers • Be able to work under pressure to coordinate work on massive printing of ballot papers during the national elections of MPs, Presidents, councilors and Mayors • Be able to work independently to develop, improve and	**11.1 PQR (Position Qualification Requirement):** **Education:** Bachelors' degree in Management, Economics, Administration, Commerce, Publishing, and Business with 3 years' post degree relevant work experience. **Job Training:** Postgraduate training in management **Prerequisite:** First degree in the above areas of profession **11.2 Key Attributes (Personal Qualities):**

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modernize printing systems and methods of productions with state-of-the-art equipment and machineries	**1. Knowledge** o Printing industry knowledge o Staff supervision o Computer literate **2. Skills:** o Communication skills o Critical thinking o Analytical skills o English language skills o Problem solving o Project and implementation skills o Building effective teams o Interpersonal skills **3. Attributes** o Accountability o Trustworthy o Sensible o Pro-government o Managing under pressure and change

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