GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Information, Communication, Transport and Tourism Development		
2. Position Title: Printing Superintendent	**3. Salary Level:** 9-7	**4. Division:** Printery
5. **Reports To**: Government Printer	**6. Direct Reports:** *(Write No. & Position Title :)*	

7. **Primary Objective of the Position:**
The objective of the post is to provide for a deputy role within the government printery division to assist the HOD in the administration of the division. As deputy head of division the role of the post is to manage staffs and productions of government books, stationeries, forms, reports and documents to meet the demand of ministries and the general public

8. Position Overview

9. Financial: The post holder has to make his/her own decisions while the HOD is on leave. The amount of purchase that he/she can make is not more than 5,000

10 Legal:
- Copyright Acts
- Publication Acts

11. Internal Stakeholders:
- Supervisor
- Binding workers
- Coordinator of government and public printing

To be referred to Manager:
- Purchase requisition forms to be approved by HOD
- Staff matters and issues
- Contracts and agreement
- Projects and equipment proposals
- Costing and printing rates

12. External Stakeholders:
- Private customers
- Customers from government ministries

To be referred to Manager
- Incorrect or defective products
- Costing of print jobs
- Deal with overseas and local suppliers

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

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

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
• Supervisions	• Divide and allocate workload to concerned sections and set targets and deadlines • Move around between sections to provide guidance and resolve issues if any • Liaise with head of sections to make sure that all subordinates are doing their work properly and according to targets	• Workloads equally shared between sections and staff properly supervised accordingly
• Production management	• Develop schedule and prioritize productions according to customer deadlines and pull staff efforts and resources to meet those deadlines • Update HOD (Coordinator of government/public printing) on matters that require special attentions and considerations • Make proposals to HOD on personal matters, issues and performance of staffs • Maintain sufficient level of stock on all government stationeries	• Production work is processed as in accordance to the deadlines set for customers • Staffs will be provided with the right tools and their issues properly handled
• Monitoring performances	• Provide daily update on work performance of all staffs • Identify and report to HOD the causes and issues that lead to target being not achieved as expected • Make proposals on matters that contribute to improvement of staff work and productions	• The daily update of production work is timely submitted to HOD at end of the day
• Provide assistance to HOD	• Act as HOD while HOD is absent from work or taking annual leave • Attend meeting and workshops on behalf of HOD	• The division is managed well while HOD is on leave

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	• Manage division's budget • Deal with all staff matters and issues • Ensure that printing operations and services remain effective and efficient for ministries	

10. Key Challenges	**11. Selection Criteria**
• Urgent demand from ministries is one of the key challenges in which the post holder has to work hard with his/her team to meet and cater for such demand • Strict control is another key challenges whereby a post holder has to be punctual at all times, concentrate on work with minimum absences and focus on end results • The post holder has to be fit enough both mentally, emotionally and physically as the number of subordinates under his/her span of control is more than 10 staffs.	**11.1 PQR (Position Qualification Requirement):** **Education:** Bachelor's degree in management, Economics, Businesss, Publishing, and Commerce **Experience**: Middle management in government organizations **Job Training:** Postgraduate degree **Prerequisite:** Diploma in management studies **11.2 Key Attributes (Personal Qualities):** 1. **Knowledge** • Printing industry knowledge • Printing processes and productions • Printing management • 2. **Skills:** • Analytical skills • Interpersonal skills • Communication skills • Logistics skills • Leadership skills

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	3. Attributes • flexibility • Obedience • Focus on end results

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