GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Information, Communication, Transport and Tourism Development		
2. Position Title: Senior Printer – Production planning	**3. Salary Level:** 14-12	**4. Division:** Printing service
5. **Reports To**: Government Printer	**6. Direct Reports:** *(Write No. & Position Title :)* Printing Superintendent	
7. **Primary Objective of the Position:** To ensure proper handling of customer requirements and production paperwork for smooth operation/production to deliver quality products and meet important deadlines		

8. Position Overview

9. Financial: Nil

10 Legal: Nil

11. Internal Stakeholders:

- Supervisor
- Work colleagues
- Printing Superintendent
- Government Printer

To be referred to Manager:

- Approval on costing and production

Without referral to manager

- Urgent printing of invitation cards for presidents

12. External Stakeholders:

- Private customers
- Internal Audit – MIA
- Revenue section – MFEP
- OB
- PSO
- Immigration office
- House of Parliament
- All ministries

To be referred to Manager

- Minutes of parliament
- PSC instruments

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.

Approved by:	**Date of Issue:**

- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
• Prepare and organize paperwork for production	• Meet with customers to discuss their printing requirements and specifications • Estimate production costs and put forth for approval by management • Prepare paperwork by filling out job sheet and seek approval from management • Set up recording system and keep record of print jobs for reference and statistics	• Accuracy in paperwork and costing
• Supervise distribution of goods to customers	• Work with Revenue staffs in dispatching stationeries to ministries and customers • Work with Internal Audit office of MIA in dispatching LC1 books to island councils • Check schedules and follow up on deadlines, specification and adjustment if needed • Update binding section with the need for more supplies of stationeries	• Compliance with MIA and Revenue section of MFEP
• Control production quality	• Keep contact with customers to ensure specifications are carried out • monitor and maintain quality by checking processed and finished goods	• Finished goods meet quality standard

10. Key Challenges	11. Selection Criteria
• Able to deal with aggressive customers and serve with patience, loyal and politeness	**11.1 PQR (Position Qualification Requirement):** **Education:** Form 7 Certificate **Experience**: Experience in Printing work

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	Job Training: Management course **Prerequisite:**
	11.2 Key Attributes (Personal Qualities): 1. **Knowledge** o supply chain and distribution o Production costing 2. **Skills:** o organizing o Arithmetic o English comprehension 3. **Attributes** o Cooperative o Efficient and effective o Flexible

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Approved by:	**Date of Issue:**