



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Assistant Government Printer

MINISTRY: Ministry of Innovation, Technology and Energy

DEPARTMENT: Customer and Government Information Services

LOCATION: PROVIDENCIALES

JOB SUMMARY:

The incumbent in this position collaborates with the Chief Government Printer to monitor performance, output and quality standards in the Printing Department. Duties include interacting with various Government Departments regarding print jobs; drafting, designing and developing layouts for documents; assisting the Chief Government Printer in developing and monitoring a filing system for printed documents; maintaining an inventory of printing supplies and equipment, drafting and submitting monthly reports; supervising staff and attending meetings, conferences and seminars. The incumbent is also expected to act in the capacity of the Chief Government Printer in the absence of the post holder.

KEY DUTIES AND RESPONSIBILITIES:

Collaborates with the Chief Government Printer to monitor performance, output and quality standards in the Printing Department. This includes:

- Reviewing and assessing Department's outputs against deadlines as well as the Department's activity plans;
- Developing proposals and implementing strategies to mitigate risks and align the Department to achieve outputs;
- Reviewing the Department's structure to ensure that there is sufficient staff to maximize productivity and ensure quality performance;
- Assessing bids from various Ministries and Departments for printing jobs in light of overall priorities and allocating resources accordingly;
- Spearheading the use of appropriate technologies to ensure optimum efficiency in the Department;
- Reviewing documents to ensure it is grammatically correct before processing it to be printed;
- Setting criteria/goals to ensure performance and targets are achieved; and
- Ensuring that the General Orders and Financial Instructions are adhered to in the performance of duties and in delivering services.

(ii) Interacts with various Government Departments regarding printing jobs. This involves:





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- Ascertaining their printing needs; and
- Setting time frames for printing jobs to be completed.

(iii) Drafts, designs and develops layouts of magazines, newsletters, posters, notices and other documents for the Public and Private Sector. This includes:

- Utilizing computer graphics and design software to create and modify documents;
- Combining traditional printing techniques with new advancements in the printing industry to maximize output and stimulate innovation and creativity;
- Collaborating with Ministries and Departments to produce documents, logos, promotional displays, brochures as well as signs and posters to feed into the re-branding of the Public Service;
- Drafting sketches and / or layouts by hand or with the aid of a computer to illustrate vision for the design; and
- Planning, analyzing, and creating visual solutions to communication problems, and finding the most effective way to get messages across in print electronic, using a variety of methods such as color, type, illustration, photography, animation, and various print and layout techniques.

(iii) Works with the Chief Government Printer to manage the budget of the Printing Department. This includes:

- Reviewing and modifying the recurrent expenditure and budgetary requirements for the Department;
- Evaluating and approving funds for projects/programmes/the purchase of machinery and equipment that are in alignment with Vision 2040 development plans and within budgeted allocations;
- Modifying budgeted allocations against any changes made to projects/programmes/the purchase of machinery and equipment;
- Monitoring if accounting preparations by the Department are in accordance with the Financial Instructions and the General Orders;
- Verifying expenditure against budgeted allocations; and
- Advising staff of appropriate accounting principles to be adopted to ensure efficient procurement of funds.

(iv) Assists the Government Printer in developing and monitoring a filing system for printed documents inclusive of the cataloging of the Gazette.

(v) Maintains an inventory of printing supplies and equipment. This includes:

- Receiving and recording stocks;
- Monitoring stock levels and the degradation of printing equipment and machinery;
- Arranging for the timely repair of printing equipment and machinery;
- Conducting monthly inventory checks, recording and reporting any variances; and
- Filling requisition forms to ensure adequate supply of stocks in the Printing Department





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(vi) Drafts monthly reports on the progress / outputs of the Printing Department and submits to Supervisor.

(vii) Supervises staff members directly by:

- Assigning work schedules;
- Monitoring progress;
- Providing guidance and support;
- Coaching and mentoring staff;
- Appraising performance; and
- Identifying and recommending training for staff.

(viii) Acts in the capacity as Chief Government Printer while he/she is absent from office.

(ix) Attends Senior Management meetings to update on printing matters and answer any queries and concerns.

(x) Represents the Ministry at meetings, conferences and seminars.

(xi) Performs any other related duties as may be required.

QUALIFICATIONS AND TRAINING:

- A Bachelor's Degree in Graphic Design, Artistry with a certificate in Human Resource Management, business management or its equivalent.
- Advanced specialized training in Graphic Design Software.
- Advanced Computer Skills.
- Sound Organizational Development Skills.
- Intermediate Human Relations Skills.

EXPERIENCE:

The position requires four (4) years on the job experience to acquire the expertise to respond to the challenges of the position.

SALARY: Grade 7.1 - \$54,670.00 per annum





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APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Covering Letter and National Turks & Caicos Islander Status Card (where applicable) or a photocopy of your passport photo page.

Two letters of reference will be required for all shortlisted candidates, together with copies of educational certificates. Any criminal record should be declared, and further checks will be carried out on shortlisted candidates. (A Police Certificate is required if available in Country of Applicant)

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk. Applications can be hand delivered, Faxed to 946-1582 or sent by email to: recruitment@gov.tc

Hand delivered and fax applications must have clearly marked on the envelope/fax cover sheet the Job Title of position being applied for. On emailed applications the subject line must reference the Job Reference Number (LSB2-23-36) and the Job Title.

Current TCI Government serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

APPLICATION DEADLINE: FRIDAY 15th SEPTEMBER, 2023

