

JD 17 Job Description for the Assistant Printing Officer

Job Title	Assistant Printing Officer
Grade	KS 9
Corporation/Organization	Kenya Bureau of Standards
Directorate	Standards Development
Department	Standards Information Centre and Documentation (SIC&D)
Division:	Publishing and Editorial
Section / Unit	Printing Unit
Location / Work station:	Kenya Bureau of Standards, Head Office – Nairobi, Popo Road, off Mombasa Road

Reporting Relationships

Reports to	Assistant Manager, Print Production
Direct reports	N/A
Indirect Reports	N/A

Job Purpose

The job coordinates and ensures document preparation for printing and reproduction; ensure printing quality of standards, publications, documents and stationery for the purpose of facilitating local, regional, and international trade; promoting innovation in Kenyan Industries for the realization of sustainable development goals

Key Responsibilities / Duties / Tasks**I. Managerial / Supervisory Responsibilities**

N/A

II. Operational Responsibilities / Tasks

- a. Prepare artworks, patch-ups, makes films and plates to be used on the printing press
- b. Reproduce documents used Kenya Bureau of by printing using the lithographic printing press.
- c. Ensure safety and security of working tools by keeping them safely in the tool box for future use and ensure efficiency and production of the machine is maintained
- d. Maintains cleanliness of machines and tools by cleaning them after use to safe guard the workmanship and ensure efficiency
- e. Perform minor machine repairs and maintenance to comply with maintenance requirements to reduce costs incurred while doing repairs by other technicians
- f. Ensure machines are serviced on time according to machine service schedule to comply with the timeline

- g. Monitor, detects any defects in machines and report to supervisor for further necessary action
- h. Dispatch documents to various KEBS offices to ensure continuity and steady supply in the office
- i. Perform print finishing operations by cutting, perforating, numbering, binding and trimming of KEBS documents and books to facilitate provision of KEBS services in various offices and regional offices while complying with KEBS mandate.
- j. Assist in implementation of quality improvement of printed documents provision by implementing and maintaining ISO 9001 Quality Management Systems. Inspection of materials to be used for printing at the Stationery Stores.
- k. Request and collect printing materials from stationery stores.
- l. Maintain machines as per the maintenance schedule.
- m. Identify obsolete, idle and unserviceable assets and prepare reports to reduce wastage.

Job Dimensions:

I. Financial Responsibility

- a) Implement allocated budget
- b) Accounting for expenditures

II. Responsibility for Physical Assets

- a) Ensures proper storage of standards in both physical and electronic formats
- b) Ensures prudent utilization of physical assets (reading space, Furniture, Equipment and printing machines) in the division

III. Decision Making/Job Influence

- a) Operational and
- b) Financial decisions.

IV. Working Conditions

- a) Works predominantly within the office.
- b) Expected travels within and outside the country.

Job Competencies (Knowledge, Experience and Attributes / Skills)

Academic Qualifications

Diploma in Printing Technology or its equivalent from a recognized qualification

Professional Qualifications / Membership to professional bodies

- a) Registration with relevant professional bodies:
- b) Kenya Library Association
- c) Kenya Publishers Association
- d) Kenya Institute of Management

Previous relevant work experience required
N/A

Functional Skills, Behavioural Competencies/Attributes
<ul style="list-style-type: none">a) Offset printing and electronic reproduction skillsb) Printing and bindery skillsc) Analytical skillsd) Health and safety skillse) Customer service skillsf) Time management skillsg) Problem solving skillsh) Communication skillsi) Team player