

**JD 12 Job Description for the Assistant Printing Officer**

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

**Reporting Relationships**

<b>Reports to</b>	Assistant Manager, Print Production
<b>Direct reports</b>	N/A
<b>Indirect Reports</b>	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.

<b>Job Dimensions:</b>	
<b>I.</b>	<b>Financial Responsibility</b>
a)	Implement allocated budget
b)	Accounting for expenditures
<b>II.</b>	<b>Responsibility for Physical Assets</b>
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
<b>III.</b>	<b>Decision Making/Job Influence</b>
a)	Operational and
b)	Financial decisions.
<b>IV.</b>	<b>Working Conditions</b>
a)	Works predominantly within the office.
b)	Expected travels within and outside the country.

<b>Job Competencies (Knowledge, Experience and Attributes / Skills)</b>
<b>Academic Qualifications</b>
Diploma in Printing Technology,
<b>Professional Qualifications / Membership to professional bodies</b>
Registration with relevant professional bodies: eg
a) Kenya Library Association
b) Kenya Publishers Association
c) Kenya Institute of Management
<b>Previous relevant work experience required</b>
Nil

<b>Functional Skills, Behavioural Competencies/Attributes</b>
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- a) Offset printing and electronic reproduction skills
- b) Printing and bindery skills
- c) Analytical skills
- d) Health and safety skills
- e) Customer service skills
- f) Time management skills
- g) Problem solving skills
- h) Communication skills
- i) Team player