

REPROGRAPHICS

1. Job Title: Manager Reprographics
 Responsible to: Director Technology and Reprographics
 Responsible for: Deputy Manager
2. Salary Scale EB 3U
3. Purpose of the Job:
 To head the department of Reprographics and as such, direct and manage all the printing activities at the Printery.
4. Main Duties and Responsibilities:
 - Directing and controlling the staff of the department to ensure that they carry out their responsibilities effectively in line with set targets.
 - Ensuring that all the examinations and examinations materials for the Board are securely produced and as scheduled.
 - Raising income for the Board by undertaking quality printing works for external customers particularly other examinations bodies.
 - Ensuring proper maintenance of production facilities so as to sustain steady production
 - Reviewing, monitoring and making periodic recommendations for updating the production facilities in accordance with departmental business plans and management decisions.
 - Reviewing and monitoring production systems security, integrity and disaster preparedness and making recommendations for smooth production continuity.
 - Studying and monitor printing industry trends/emerging technologies and advise management on the best solutions to adopt to optimize output.
 - Guiding and advising on the development of marketing commercial printing activities for income generation.
 - Supervising, mentoring, motivating and managing the performance and development of staff in line with the Board's goals, objectives, policies and regulations.
5. Key Performances Indicators:
 - Examinations material properly printed
 - Production facilities properly managed
 - New production technologies introduced
 - Efficient, monitored, appraised and harmonious staff
6. Key Decision Making
 - Guides printing activities

- Assignment of specific tasks to staff
- Identifies new production of commercial work
- Sources and guides new production of commercial work

7. Person Specification:

(i) Academic/Professional Qualifications

- Either a Hons Bachelor's degree in Mechanical Engineering/Electro-Mechanical Engineering **with** at least a certificate in printing Technology from a recognized institution
OR
- A minimum of a Diploma in Printing Technology and or Print production or a related field from a recognized institution.

N.B: Additional qualifications in Printing Technology and or Management Studies is an added advantage

(ii) Work Experience

- Must have minimum of 12 years' experience, in the printing industry at least **three** of which must be at the **level of senior Officer** in a reputable institution

(iii) Skills/Competencies/Attributes

- Ability to work as part of a team and to develop subordinates.
- Excellent interpersonal management skills
- Oral and written communication skills.
- Strategic and conceptual ability.
- Proven ability of multitasking and meeting timelines.
- High degree of integrity and confidentiality

8. Age Limit: Not more than 55 years old

9. Contract of five years renewable upon satisfactory performance following appraisal.