FUNCTION:

Responsible for the preparation, printing and binding of adequate copies of CARDI’s documents, brochures, factsheets, reports, etc. for subsequent dissemination to CARDI’s staff members, client organisations and the General public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Prepares** and prints all Institute publications: reports, forms, typed work, report covers. Duplicates copy for printing and collates, and staples them for binding.

- **Photocopies** Board papers and other reports and printed materials.

- **reads** and prepares orders in keeping with the requirements as regards to preparation, binding specification, collation techniques, colour and type of covers and type of materials to be used respective of job orders.

- **Designs** cover for Reports, invitations etc and formats raw data on disk into manual format.

- **Binds** and otherwise collates loose pages, collections documents and other materials a necessary using appropriate methods and printing techniques.

- **Packages** and distributes documents, reports and other Institute products and information.

- **Effects** simple maintenance on photocopiers and other printing equipment throughout the Headquarters.

- **Operates** camera for photographic assignments on behalf of the Institute. May be required to operate computer to complete printing assignments.
Assists in the maintenance of appropriate systems to access materials under the control of the Information and Communications Department.

Records production data and cost for materials used and required for the job at hand. Prepares relevant reports.

Provides support to Board meetings and exhibitions.

*The above responsibility statements identify specific duties necessary to attain the programmes overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.*

**REPORTING RELATIONSHIPS**: Reports to the Supervisor, Desktop publisher and Printing Services

**PRINCIPAL ORGANISATIONAL RELATIONSHIPS:**
- **Internal**: All departments within the Organisation
- **External**: Government Business organisations, and Agencies associated with CARDI.

**EXPERIENCE**: Requires a minimum of six years in a printshop environment, supplemented by in-house training in printing, binding, stripping and darkroom work.

**QUALIFICATIONS**: Requires GCE ‘O’ Level or Technical Institute Certificate in either printshop techniques, computer graphics, stripping and darkroom work. Working knowledge of computer is required.

Signature of Employee: .................................................... Date: .........................

Signature of Manager/Supervisor: .............................................. Date: .........................