



**PUBLIC PROCUREMENT AND CONCESSIONS COMMISSION**  
**Executive Mansion Grounds, Capitol Hill, Monrovia**

**POSITION TITLE: PRINT SHOP OFFICER**

**REPORTS DIRECTLY TO:** Director of Finance and Administration

**DIRECTLY SUPERVISES :**

- Nil

**DEPARTMENTAL/FUNCTIONAL RELATIONS:**

- Finance and Administration Division

**EXTERNAL RELATIONS:**

- Service Providers
- Suppliers

**PURPOSE:**

- Coordinates, facilitates and monitors printing and production services for the Public Procurement and Concessions Commission.

**KEY RESULT AREAS**

- Print Management and Design
- Inventory Management
- Information & Reporting

**DUTIES:**

**GENERAL MANAGEMENT FUNCTIONS**

- Nil

**TECHNICAL DUTIES**

- Reviews online print requests; organizes and implements a production work schedule for processing requests and develops database and maintains job log for assigned projects.
- Implements an accountability system for each phase of the production schedule to insure the timely completion and availability of task.
- Provides direction and support during schedule interruptions to accommodate emergency requests.
- Operates photocopiers, scanners, cameras and other production equipment as needed.
- Monitors all printing systems to insure appropriate and safe procedures are followed as required by operation manuals.
- Maintains inventory of paper, bindery supplies, toner, and other consumables; orders supplies and verifies accuracy of billing.

- performs monthly safety inspections on equipment and record-keeping; inspects and verifies completed projects meet quality standards;
- Performs other relevant duties consistent with the functions of the Unit as may be assigned by the supervisor from time to time.

### **SUPERVISORY FUNCTIONS**

- Nil

### **AUTHORITY LIMIT**

- Management of budget
  - Nil
- Staff management
  - Nil
- Asset management
  - Manages all PPCCs' Print product equipment.

### **EDUCATIONAL QUALIFICATION**

- Associate of Arts (AA) Degree in Information Technology, Management, Public Administration or related field from a recognized university.
- Bachelor's Degree in any of the above disciplines is an advantage

### **WORK EXPERIENCE**

- At least two (2) years working experience at middle management level in the Public or Private Service in Liberia.
- Experience in print and production cost analysis

### **OTHER REQUIREMENTS**

- Ability to maintain confidentiality of information.
- Ability to sort mails.
- Ability to make the right entries in the right receiving/despatch books.
- Close attention to details.
- Good communication skills (oral and written).
- Good interpersonal skills.
- Ability to work long hours and under pressure.
- Ability to draft letters and routine correspondence.
- Ability to use word processing equipment and computer facilities.
- Initiative, tact, courtesy and ability to establish effective working relationships with people of different national and cultural backgrounds.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.

### **Additional Information**

The electronic version of this notice can be obtained by sending a request to [jobs@ppcc.gov.lr](mailto:jobs@ppcc.gov.lr) or from the following websites: PPCC ([www.ppcc.gov.lr](http://www.ppcc.gov.lr)); Executive Mansion ([www.emansion.gov.lr](http://www.emansion.gov.lr)).

### **How to Apply**

Applications that do not follow the below requirements will not be considered.

1. Only email applications will be accepted.
2. Please address Expression of Interest (signed), CV, and all supporting documents in portable document format (PDF) to the following address and submit via email to [jobs@ppcc.gov.lr](mailto:jobs@ppcc.gov.lr) not later than midnight GMT on Monday, January 25, 2016:

Director of Administration & Finance  
Public Procurement and Concessions Commission (PPCC)  
Executive Mansion Grounds, Capitol Hill  
Monrovia, Liberia

3. Please indicate position title **only** in your email subject line.
4. If you are applying for more than one position, please submit a separate email with the full application package for each position indicating the respective position title in the subject line.
5. Please use this order to name your file attachments: **First name\_Last name** followed by **document**, e.g. *Tamba\_SatiahCV* or *Tamba\_SatiahDiploma* or *Tamba\_SatiaEOI*.

**Only shortlisted candidates will be contacted.**