

OFFICE OF THE ATTORNEY-GENERAL

ROLE DESCRIPTION: PRINTING TECHNICAL ASSISTANT

CORPORATE INFORMATION

1. Position Level: Band E
2. Salary Range: \$20,506.50 - \$25,877.25
3. Duty Station: Suva,
4. Reporting Responsibilities:
 - a) **Reports To:** Chief Law Drafter through the Printing Technical Officer
 - b) **Liases with:** Office staff, Government ministries and departments
 - c) **Subordinates:** Nil

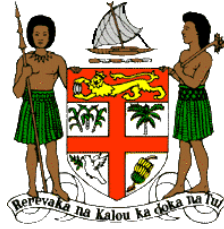
POSITION PURPOSE

The position is a supportive role to the Legislative Drafting section to efficiently facilitate the timely and quality production of Government publications in the Republic of Fiji Gazette.

KEY DUTIES

The position will achieve its purpose through the following key duties:

1. Printing and document production – Operate and maintain high-volume printers, copiers, and related equipment to produce office materials; Prepare documents for printing by reviewing file formats, layout, and content to ensure accuracy; binding, folding, and finishing of printed materials as needed; Ensure print jobs meet required specifications for quality and consistency
2. Assist in the updating of the Laws of Fiji;
3. Maintenance and trouble-shooting – order and manage supplies; identify, diagnose and resolve technical issues;
4. General Administrative Support – Assist with office administrative tasks, including organizing print jobs, maintaining digital files, and coordinating delivery of printed materials; maintain organized records of printed materials and related files for future reference.
5. Customer Service & Support – Provide technical support to staff and departments regarding printing needs, troubleshooting, and guidance on best practices; Assist with the setup and preparation of print materials;
6. Communicate and liaise with team members, supervisors, member of the public and others in relation to operational matters in their section or area of work; Ensure confidentiality and security of sensitive or classified documents during the printing process.
7. Prepare and submit reports, correspondence and other documents as necessary;
8. Participate in corporate activities of the Ministry.



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KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All activities to be carried out and achieved in compliance with the policy and procedures, service standards and applicable legislation;
2. All reports are submitted within agreed timeframes in prescribed formats and settings.
3. Actively participate in corporate activities of the Ministry as and when required.

PERSON SPECIFICATION

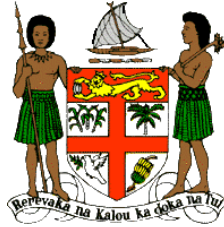
In addition to the successful completion of Trade Certificate in Printing (Graphic Prepress) or equivalent work experience in the printing industry, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Minimum of 2 years of experience in a technical printing or copy-related role. Computer literate with proficiency in Adobe Acrobat, Microsoft Word, InDesign & Adobe Illustrator with iMac experience;
2. Experience working with high-volume printing equipment, such as digital printers, copiers, and binding machines.
3. Familiarity with print management software and document preparation tools
4. Knowledge of document handling, confidentiality, and security practices, especially for legal documents.
5. An understanding of the Constitution of the Republic of Fiji and applicable laws of Fiji;

SKILLS AND ABILITIES

1. Demonstrated commitment to teamwork and the construction of a supportive, collaborative work environment;
2. Strong technical troubleshooting and problem-solving skills related to printing equipment
3. Ability to work under constrained environment, work long hours and weekends and meet strict deadlines.
4. Excellent written, oral communication and interpersonal skills with the ability to work in partnership with senior leaders, managers and staff, Government officials and relevant local/international stakeholders;
5. Good organizational skills and ability to manage multiple tasks effectively
6. Attention to detail and a high standard of work quality, and
7. Service Oriented approach, with a commitment to supporting the operational/corporate environment of the organisation.



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PERSONAL CHARACTER AND ELIGIBILITY

An applicant for employment must be of good character, with a background that demonstrates his/her commitment to the civil service values contained in the Constitution of the Republic of Fiji. An applicant must also be a Fijian citizen, in sound health, aged below 60 years with a clear police record.

The successful applicant will be required to provide a medical certificate and police clearance prior to taking up the duty.

The Office of the Attorney-General is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible and qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.



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