



Vacancy

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| Title | Reprographic Officer |
| Faculty/School | Centre for Distance Flexible Learning |
| Grade/Band | Grade 3.1 |
| Category | Program Development & Production |
| Reports to | Vice Chancellor through Head of Department/School and Dean of Faculty |
| Location/Campus | Honiara |
| Summary of Duties | <ol style="list-style-type: none"> 1. This position is responsible for coordinating the processes required to accomplish admission of students of the Solomon Islands National University Distance Flexible Learning Centre each term of an academic year. 2. To ensure that the services rendered to students are of quality, and to address issues that concern students' academic wellbeing at the University. 3. To ensure that the goals and objectives of the Academic Office is achieved through quick and timely response to student enquiries. |
| Detailed Roles & Responsibilities | |
| Key Task | <ol style="list-style-type: none"> 1. Receiving printing/copying requests and fulfilling orders submitted using reprographic equipment; 2. Assisting users with special printing / copying requirements – paper sizes; document finishing; laminating; stapling; booklets etc; 3. Fixing routine issues, eg paper jams, user-generated errors (wrong paper size etc); 4. Maintaining and managing all stock including finalising and placing orders for new materials and paper; 5. Undertaking regular, basic maintenance, including changing toner, and safety checks on all DFL reprographic equipment; 6. Arranging for repairs of equipment, as and when necessary, to ensure smooth operation of all equipment; 7. Dealing with the service departments of suppliers to ensure service requirements of machinery are met; 8. Monitoring records of usage on a monthly basis and reporting on patterns of usage; 9. Storage and disposal of all surplus and unused printed materials and paper; 10. Ensuring that the Center's Reprographics Room is maintained in a tidy and ordered appearance; 11. To be present on and around the days when the Center is preparing exams and results; 12. To fill in for the permanent logistic and administrative officer in her/his absence as directed by the Manager or a representative; 13. To be first aid trained and provide first aid cover in reception when required as directed by the Manager or a representative; 14. Attending meetings and training sessions as required and assisting with major Center functions eg Open Days, presentation evenings. 15. At the discretion of the Manager such other duties as may reasonably be requested or required. |
| Dimensions | <p>Business planning, reporting and management</p> <ul style="list-style-type: none"> • Responsible for the preparation of report on printing before PV is submitted for new orders • Responsible for printing need template for academic and support staff to new • Responsible for the day-to-day management of the Reprographic Office <p>Quality Assurance and customer satisfaction</p> <ul style="list-style-type: none"> • Responsible to check that material to be printed is the right copy • Ensure that new copies of study materials submitted for printing are the correct copies before printing are done • Printed examination papers are stored away from student and public space <p>Initiative</p> <ul style="list-style-type: none"> • To undertake any other duties and responsibilities, that may be determined by the DFL Management from time to time. • Must be a self-starter • Must be an achiever • Good planner |

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| Measures of Effectiveness | <ul style="list-style-type: none">• Be able to deliver students materials before classes start through the country;• Printing reports are provided with PVs submitted for new orders;• Printing requirement templates are provided to staff;• Reprographic space is clean and tidy at all times. |
| Minimum Qualifications | Certificate in Secretarial studies or Form 6 with relevant short training |
| Experience | <p>Essential:</p> <ul style="list-style-type: none">• 5+ years in distance learning and/or secondary school teaching in years 9, 10, 11 and 12• Writing of assessment tools in the National Education Examination System. <p>Desirable:</p> <ul style="list-style-type: none">• Be on time for work• Efficiency;• Honest and reliable;• Can work after hours and during weekends when required;• Strong PC skills and expertise in MS Office applications (outlook, Internet Explorer, Excel, Word etc.;• Willing to learn;• High attention to detail;• Ability to prioritize, schedule and meet deadlines;• Work both independently and within a team;• Ability to work effectively in a fast-paced, dynamic team; |
| Restriction | This position is reserved for nationals of Solomon Islands. Only in situations where there is a demonstrated need for tutoring support, and where national of Solomon Islands with the MQRs are unavailable, would the University hire non-nationals. |
| Term | The position is for three (3) years under an employment contract. The contract is renewable subject to good performance. |