

JOB PROFILE FOR 2016

Job Title: Materials Production Officer/Co-ordinator	Employee Name: TBA	Reports to: Deputy Director Indirect Reportees: associated service providers such as couriers, translators, printers, designers, media specialists, with respect to quotations, orders, deliveries and workflow.
Job Purpose: <ol style="list-style-type: none"> 1. To ensure Wordworks material serves the mission of the organisation as well as its strategic and programme objectives. 2. To ensure that Wordworks material is of a high standard and in keeping with Wordworks' brand and values. 3. To ensure that Wordworks material is produced and delivered on schedule, within budget and according to procurement policies. 4. To ensure accurate, safe and accessible electronic files of Wordworks materials are labelled, filed and maintained. 5. To maintain accurate stock management systems and regular stock reports and recommendations. 6. To maintain up to date price lists for materials on sale to the public and available when requisition for funded projects 		

Key Results	Deliverables	Indicators	Competencies
1. Materials production and delivery processes (schedules, quotations, orders, quality control) are co-ordinated and service providers (designers, translators, proof readers, printers, packaging providers	For each production project as determined by the organisation: <ul style="list-style-type: none"> • Produce a production schedule. • Develop specifications for tasks. • Apply WWs' procurement policy in securing service providers and advise on updates to preferred service providers list. • Work with budget holder and finance team to check quotes against existing budget. 	<ul style="list-style-type: none"> • Records show materials production was completed on schedule and to standard. • Staff report materials are available as required. • Programme staff report minimum effort was required from them 	<ul style="list-style-type: none"> • Knowledge of Wordworks vision, mission, theory of change and programmes • Knowledge of communications theory and practice • Project planning skills • Briefing skills • Administration skills • Trouble shooting ability

<p>and couriers) are managed.</p>	<ul style="list-style-type: none"> • Ensure written briefs to service providers so that work is delivered on schedule. • Ensure workflow between providers and collate input from providers together with programme teams. • Ensure relevant members of Wordworks team are consulted and sign off work at significant milestones. • Brief Office Administrator about details of expected deliveries and materials needed for training. • Work with the Office Administrator to ensure materials are prepared and ready in time. • Ensure invoices are submitted to Finance for timely payment. • Update unit prices of materials based on most recent invoices. 		<ul style="list-style-type: none"> • Publishing experience and a working knowledge of all the steps required in preparing materials for publication • knowledge of pricing
<p>2. Wordworks materials are systematically filed and labelled, and routinely backed up</p>	<ul style="list-style-type: none"> • Save all materials, labelled clearly and organised in folders on own PC. • Routinely save all completed materials, (design and print files) labelled clearly and organised in folders on the Wordworks Data server/Shared drive. • Ensure back up of files. • Set up and maintain a repository of all Wordworks materials (hard copies) 	<ul style="list-style-type: none"> • Records show all materials are accessibly filed. • Backups are in evidence. • Programme staff report that electronic files are easily accessible 	<ul style="list-style-type: none"> • Organisational and programme knowledge • Administration skills

<p>3. Accurate stock management systems are maintained and regular stock reports and recommendations produced.</p>	<p>Liaise with the office administrator and off-site production companies to:</p> <ul style="list-style-type: none"> • Ensure accurate receipt of in- coming stock • Ensure accurate records of outgoing stock • Co-ordinate regular physical stock counts. • Prepare an initial reconciliation of physical stock count with financial and stock records. • Ensure sufficient stock on hand 	<ul style="list-style-type: none"> • Records show stock management systems are maintained. • Audits endorse accurate stock management is in place • Staff report materials are available as required. 	<ul style="list-style-type: none"> • Knowledge of stock management • Excel intermediate level skills • Data management skills
<p>4. An up to date price list is maintained</p>	<ul style="list-style-type: none"> • Ensure prices are adjusted annually in line with cost increases • Ensure price lists include new materials available for sale. • Ensure price lists are available as hard copy and on line. 	<ul style="list-style-type: none"> • Records show price lists are up to date and accessible. 	<ul style="list-style-type: none"> • Finance and Administration skills
<p>5. Organisational Processes are adhered to</p>	<ul style="list-style-type: none"> • Works effectively and collaboratively with Communications Officer and Programme, Finance and Administration teams. • Contributes to cycles of planning, ensures that an annual projection plan and budget of materials to be produced for the organization is in place, (including budgeting) and review as relevant. • Manages self-appraisal 	<p>Required documents are submitted timeously and organizational processes and policies are adhered to and constructively engaged.</p>	<ul style="list-style-type: none"> • Planning • Administration • Organisational insight • Leadership • Accountability
<p>6. Organisational values are adhered to</p>	<ul style="list-style-type: none"> • Wordworks’ ethos culture and values are practised. • Self-development is evident. 	<p>Observation</p>	<ul style="list-style-type: none"> • Understanding of Wordworks’ culture and values • Managing Personal growth and wellness • Working together with and sharing knowledge, skills and tasks within the Administration team.