



Government of St. Vincent and the Grenadines

Post of Assistant Government Printer Office of the Prime Minister

Applications are invited from suitably qualified persons to fill the post of **Assistant Government Printer**, Office of the Prime Minister.

QUALIFICATIONS AND EXPERIENCE

Applicants should possess the following:

- BSc in Management or any related field
- Should be Computer literate
- Five (5) years' experience in printing or related field.

DUTIES

The duties of the post include:

- Printing and Publishing weekly, Gazette, Acts, Statutory Instructions and Government Estimates
- Collaborating with the Supervisor for developing Training Programme and Courses;
- Ensuring the proper management of Staff Personnel;
- Assessing the Functional Relationship within the Organisational Structure;
- Reviewing and Analyzing jobs on a periodic basis and make recommendations for adjustments to their specification;
- Monitoring the maintenance of the building;
- Monitoring the Health and Safety Standards of the Employees in the Department.

SALARY

Annual salary is payable in the Scale \$50,292 x \$2,496 - \$65,268 in Grade F.

CLOSING DATE FOR APPLICATIONS

Application accompanied by proof of qualifications and two recent testimonials should be sent to the Chief Personnel Officer, Personnel Department, 2nd Floor, Ministerial Building, Halifax Street, Kingstown, to reach her not later than **May 11, 2026**.