



Government of St. Vincent and the Grenadines

Post of Government Printer Office of the Prime Minister

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

QUALIFICATIONS AND EXPERIENCE

Applicants should possess the following:

- Certification in printing or any other management related field;
- BSc degree in Management ;
- Five (5) years' experience in printing or a related field

DUTIES

The duties of the post include overall responsibility for:

- Printing and publishing weekly the Official Gazette
- Printing and publishing Acts, Statutory Instruments and the Government's Estimates
- Printing and supplying Ministries/Departments with Printing and Binding materials
- Monitoring the Departments' progress
- Ensure the availability of the appropriate human, material and technological resources necessary to achieve the Department's objectives
- Ensuring the established quality control systems are rigidly adhered to
- Monitoring and reviewing the work-flow along production lines to ensure that all systems are effectively synchronized
- Working with Assistant Government Printer in developing programmes including recruitment, training and performance appraisals for the improved efficiency of Staff Members
- Developing, implementing, monitoring and reviewing performance standards in relation to production
- Managing of Records

SALARY

Annual salary is payable in the Scale \$69,564 x \$4,452 - \$91,824 in Grade C.

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**.