

## Addendum 1

### TECHNICAL DUTIES - 70%

- Incumbent performs art, graphics and reproduction functions.
- Incumbent receives printing requests from ICASS customers and completes all work per ICASS standards. The incumbent is expected to provide printing solutions to ICASS customers by providing ideas and samples of finish products using print shop software and/or products.
- Incumbent designs a variety of products, combining computer technology, writing and analytical skills, artistic ability and creativity; responsible for the overall "look" of the final product, takes a client's ideas and transform them into visual presentations that communicate to a target audience. Meets with the customers from every section and agency of the Embassy, in order to conceptualize projects, and provide ideas and visual solutions.
- Responsible for the entire process of creating a production, prepares materials for print distribution or web publication.
- Create a wide variety of print and digital products: Business cards, Official Invitations, Diplomas, Posters, Invitations, Special Cards, Brochures, Booklets, leaflets, promotional displays, forms, illustrations, drawings, Digital Invitations, Web design, Name tents, Special print formats, product brand images, and logos.
- Incumbent is responsible for the standardization of the graphic image of the Embassy applied on business cards, invitations, and diplomas.
- Incumbent works closely with the Front and Protocol Office, regarding official events: Menus, place cards, Special correspondence, etc.
- Incumbent integrates the CONTACT Database to the design software in order to automate electronic invitations, correspondence envelopes and more.
- Incumbent uses a Shutterstock Stock Images subscription to ensure the legality of copyright image materials.
- Software used:
  - a. Adobe Illustrator CS5
  - b. Adobe Indesign CS5
  - c. Adobe Photoshop CS5
  - d. Adobe Fireworks CS5
  - e. Adobe Flash CS5
  - f. Microsoft Word
  - g. Microsoft Excel
  - h. Microsoft Powerpoint
  - i. Microsoft Publisher

### MANAGING EQUIPMENT - 20%

- The incumbent sets up and operates an assortment of duplicating and publishing equipment such as:
  - a. XEROX DOCUCOLOR 252
  - b. XEROX DOCUCOLOR 550
  - c. MARTIN YALE AUTOFOLDER
  - d. MARTIN YALE PAPER DRILL 202
  - e. HP DESIGNJET 510
  - f. GBC COMBIND BINDING SYSTEM C8900PRO and C250
  - g. IBICO COMBIND BINDING
  - h. GBC HEATSEAL H425 Laminator
  - i. IDEAL 4215 Paper Cutter
- Prepares products for distribution by laminating, collating, binding, stapling, pasting, and sorting. Mounts, crops, and accurately scales photographs and other illustrations. Checks labels and work for accuracy.

### ADMINISTRATIVE DUTIES - 10%

- The incumbent assists in the repair of copiers and other reproduction equipment. Supervises local vendor technicians

that may have been called in to repair reproduction equipment.

- Prepares requests for office supplies and advises clients with special reproduction requests on the selection of material required and impressions needed.
- Prepares ICASS reports for FMO on reproductions.
- Provides backup support to the IM Office Admin / Help Desk Manager.