
Position Description

Vacancy Title: **Print Production Manager**

Location: **Suva**

Reports To: **General Manager Commercial (v 3.00)**

Objective

Print Production Manager will lead newspaper printing operations for Fiji Sun. This is a key leadership role responsible for ensuring the efficient, safe, and cost-effective production of the newspaper while maintaining the highest standards of print quality and meeting strict publication deadlines. The position reports to General Manager, Commercial, Sun (Fiji) News Pte Limited, Walu Bay, Fiji.

Outcomes

Organisational Stakeholders

1. Production Planning & Delivery

- Daily newspaper printing schedule planned, coordinated and managed.
 - All production deadlines consistently achieved and newspapers handed over to the Circulation Team on time.
 - Monitor production progress and resolve operational issues promptly.
 - Collaboration with Editorial, Advertising, Pre-Press, and Circulation teams maintained to ensure seamless production operations.
 - Coordinate production activities with Editorial, Advertising, Pre-Press and Circulation teams.
 - Highest standards of print quality maintained, including color accuracy, registration, text clarity, page alignment, and overall press performance.
 - Investigate and implement corrective actions for production defects.
 - Minimise customer complaints relating to print quality.
 - Production processes monitored and corrective actions implemented to minimize printing defects and customer complaints.
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2. Spoilage and Cost Management & Inventory Control

- Newsprint spoilage and production waste monitored and minimized.
 - Monitor and reduce newsprint spoilage and production waste.
 - Wastage trends analyzed and continuous improvement initiatives implemented to reduce production losses.
 - Department cost including manpower, payroll, Newsprint, ink, plates, chemicals, and other production consumables managed within approved budgets.
 - Control departmental expenditure within approved budgets.
 - Identify cost-saving initiatives without compromising quality.
 - Efficient inventory management ensured to prevent stock shortages and minimize excess inventory.
 - Drive cost optimisation initiatives while maintaining operational efficiency.
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3. Operational Excellence Ensured

- Standard Operating Procedures (SOPs) across all production activities developed, implemented and monitored.
 - Standard Operating Procedures (SOPs) are documented, communicated, and followed, including machine start-up and shutdown procedures, safety procedures, quality checks, and emergency handling.
 - Monitor production KPIs and implement corrective actions where required.
 - Promote Lean Manufacturing and best production practices where applicable.
 - Compliance with quality standards, operational procedures, and workplace safety requirements ensured.
 - Continuous improvement initiatives promoted to enhance productivity and operational performance.
 - Maintenance and Equipment Reliability
 - Coordinate preventive maintenance schedules with Engineering.
 - Ensure maximum machine availability and minimum production downtime.
 - Report equipment faults and recommend improvements.
 - Maintain equipment performance records.
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4. Leadership of the department

- Lead, supervise, coach, and develop the Production team to achieve high levels of productivity, efficiency, quality, and operational excellence while fostering a positive, inclusive, and high-performance work culture.
- Labour resources planned effectively to ensure appropriate staffing levels, balanced workloads, and the efficient utilisation of manpower to meet daily production schedules and business objectives.
- Employee performance managed by setting clear expectations, monitoring productivity and quality standards, conducting regular performance reviews, providing constructive feedback, and addressing performance issues in a timely and fair manner.
- Training, succession planning, and competency development requirements identified, ensuring employees receive the necessary technical, operational, safety, and leadership training to enhance individual capability and support business continuity.
 - Build and maintain a workforce that is productive, skilled, motivated, engaged, and well-supported by encouraging teamwork, open communication, recognition of performance, and employee involvement in continuous improvement initiatives.
- Culture of accountability, discipline, professionalism, and ownership promoted, ensuring all employees understand and fulfil their responsibilities while adhering to Company policies, procedures, and ethical standards.

5. Health, Safety and Compliance

- Department compliance with Workplace Health & Safety legislation and Company policies ensured
 - foster a safe, healthy, and environmentally responsible workplace by ensuring compliance with all Workplace Health & Safety (WHS), environmental, and statutory requirements, promoting safe work practices, conducting toolbox meetings, and encouraging proactive hazard identification and risk management.
- Employee wellbeing supported by maintaining positive employee relations, resolving workplace issues constructively, encouraging collaboration across departments, and creating an environment where employees feel respected, valued, and empowered to contribute to the Company's success.

6. Organisation's image and value standards demonstrated and promoted

- Organisation's image, reputation, and professional standards demonstrated and actively promoted
 - conduct all business activities in a manner that reflects the Company's vision, mission, and commitment to excellence.
 - Lead by example in upholding the Company's core values of **Excellence, Integrity, Teamwork, and Respect**, ensuring these values are embedded in daily decision-making, leadership practices, and interactions with employees, customers, suppliers, and other stakeholders.
- Highest standards of ethical conduct, honesty, fairness, and accountability maintained.
 - Treat all employees, customers, suppliers, and business partners with professionalism, dignity, and respect, fostering an inclusive, collaborative, and positive workplace culture.
 - Represent the Company professionally at all times, maintaining high standards of communication, appearance, and behaviour that enhance the Company's reputation with customers, suppliers, regulatory authorities, and the wider community.
- Confidentiality of all Company information, including business strategies, financial information, customer and supplier data, employee records, production information, and other commercially sensitive information protected.
 - Safeguard Company assets, intellectual property, systems, and information, ensuring they are used responsibly and solely for legitimate business purposes.

Responsibilities - Key Competencies

Competence	Description
Business	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Operational	
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Printing	
Desirable		
Degree	Engineering, Printing	or related field

Work Knowledge and Experience

- Proven experience in newspaper or commercial printing operations in a similar role.
- Sound knowledge of newspaper printing processes and manual registration printing machines.

Strong understanding of production planning, quality assurance, inventory management, and cost control.

Proven leadership experience managing production teams in a fast-paced environment.

Excellent organisational, communication, and problem-solving skills.

Ability to work under pressure and meet critical production deadlines.

Requirements

Language Proficiency

Excellent written and spoken English

Other Required Statements

Key Performance Indicators (KPIs)

1. Newspaper printed on time - 100% daily publication deadlines achieved
2. Print quality - Minimal print defects and customer complaints
3. Newsprint spoilage - Within approved budget/target
4. Machine downtime - Preventive maintenance completed; downtime minimized
5. Production cost - Within approved operating budget
6. Health & Safety - Zero lost-time injuries and compliance with safety procedures
7. Staff development - Training plans completed and team competency improved

Interactions

Type	Interaction	Comments
Internal		
	Commercial Team	
	Circulation Team	
	Editorial Team	
	Management Team	
	Finance	
	Production team	
External		
	Suppliers	
	Stakeholders	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Consensus seeker	Works to achieve group solidarity and general agreement and harmony.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Decisive	Reaches conclusions, promptly and firmly.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.

Initiative	Takes action and makes decisions without the help or advice of other people.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 21 Aug 2026