

Job Description & Role Explanation

Job Title: Francophone West Africa Books Printing Coordinator

Reports to: West Africa Operations Director

Location: Lome, Togo

Employment Type: Full Time

Job Scope

The Francophone West Africa Books Printing Coordinator is responsible for coordinating the book printing and shipping in its assigned francophone countries. He will oversee reviewing the printing quotes for Francophone West Africa countries and advise the Operations Managers from the various regions on the way forward. He will properly response to any other assigned task related to the events logistics (Meetings & Vision Trips) of the organization and report to the West Africa Operations Director.

Spiritual Life

- Being a Christian and a key leader in a Christian organization, your relationship with God must be the central focus of your life. Your outward ministry and service should be greatly fueled by your devotion to God. If this is not the case, then everything else does not matter. Quality time with God is a must for this position.
- Secondly, you must be able to take care of your family. Ensure that you are in the right relationship with your spouse and children. Ministry begins at home.
- Prayer for this partnership, including the ministries, churches, and partners involved, must be a central process in all that you do.
- Should identify and be accountable to at least one other person on a regular basis for discipleship. Our life with Christ is communal, not private or individualistic.
- Mission-minded. Ready to share the love of Jesus with the lost, to encourage and exhort others, and to live out the gospel in all aspects of your life.

General Description of Role & Expectations

A. Books Printing and Shipping Coordination

- In collaboration with the Operations Director, you should look for a printing press in the countries where needed according to our values and best practices and negotiate a long-term partnership with them;
- In collaboration with the Operations Director, negotiate the printing rate with the printers;
- In collaboration with the *West Africa Language in Charge*, ensure the updated version of books are printed in good quality with the required characteristics on time;
- In collaboration with the National Admins Coordinators/National training Coordinator/LT ensure the correct quantity of books are printed in good quality with the required characteristics on time;
- In collaboration with the National Admins Coordinators/National training Coordinator/LT, ensure the books are printed and shipped to the various TOTs venues at least 2 weeks before the TOTs dates;

B. Key Expectations

- i. You must have a very good understanding of the printing press and the printing market
 - ii. Elaborate clear books tracking and keeping system that will be regularly updated and useful for the team
 - iii. You are expected to collaborate with the other managers or coordinators and work on the annual printing projection for the region
 - iv. You are expected to collaborate with the other managers and coordinators and work on the quarterly printing plans for the region. This plan needs to be reviewed as we move forward.
 - v. You are expected to regularly upload all the final quotations in our database on **Teams & OneDrive** per country and per project.
 - vi. **Events Logistics (Meetings & Vision Trips):**
- Assist the regional Event Coordinator in all events planning (before-during-after) according to the annual calendar of the events;
 - Take over the lead of some events planning in the presence or absence of the regional Event Coordinator;

- Assist the Africa vision trip coordinator during all the vision trip planning (before-during-after) according to the calendar of the event and the need;
- Assist with any other logistics-related issues.

Qualifications

- You should be a born-again Christian and comply with the statement of faith of TTI
- You must have a bachelor's degree in Printing-related Professions
- You must have at least 3 years' work experience in Printing press
- You must be fluent in written and verbal English & French
- You must be computer literate, i.e., MS Excel, Word, email, OneDrive, Microsoft Teams etc.
- You are required to possess the following skills.
 - Good communication
 - Critical thinking
 - Problem-solving and conflict resolution
 - Analytical
 - Accounting and Reporting
 - Good interpersonal skills
- Should be able to work in a Christian organization and work with Pastors
- Should be able to work under pressure.

How to Apply

Interested candidates should send their CV and cover letter and local church recommendation letter to westafricarecruitment@ttionline.org, with the subject line: **Francophone West Africa Books Printing Coordinator Application.**

TTI does not charge any fees or request financial information during the recruitment process.