

TERMS OF REFERENCE

Job Title	Production Officer
Reports to	Production Manager
Based in	Involved in the pre-production (planning) stage as well as the production stage
Salary & Benefits	Which Is attractive and competitive in Nepali Market.

Organization

Kathalaya is an independent publishing company based in Kathmandu, Nepal. Established in 2007, Kathalaya's focus was on publishing quality children's nepali books in Nepali, English and other regional languages. Today, it has grown to publish popular literature and youth-centric books for adults and young adults under the imprint named "[WeRead](#)". Besides publishing, Kathalaya is also engaged in implementing various programmes aimed to promote reading culture and habit among children in the country.

These programmes include library development and reading activity packages for government and private schools. The books published by Kathalaya not only contain quality writing and illustrations, but more importantly are categorized according to age, grade and reading levels, which are essential tools needed to address reading skill issues of primary grade children. Today, Kathalaya has published more than 300 picture books for children ranging from stories, fact books, rhymes to encyclopedias and series books. To further promote reading culture in Nepal and Nepali language, literature and writers all over the world, Kathalaya has released Nepal's first e-book reader application called "[WeRead App](#)" featuring books by Nepali writers and publishers.

Organization Strength

Kathalaya focuses on improving the quality of books, it has also managed to increase the pool of writers and illustrators. While there are professional story writers, editors and illustrators contributing regularly, Kathalaya also encourages equal number of amateurs and creative students for different jobs associated with developing a title.

Objectives

1. To fill in the vacuum of quality stories and create a new standard in children's literature.
2. To promote local talents in the field of art and literature.
3. To develop and encourage reading habit among the children.

Vision

Kathalaya envisage in becoming a publication of choice among the children, teachers and parents and be the pioneer in fostering a habit of reading and learning.

Mission

Kathalaya's efforts are geared to inspire, encourage and educate the children through a set of quality and diverse range of educative reading materials.

Kathalaya Social Messages

"Give your child a book on his/her birthday, you will amaze by their reaction"
"Padne Bani Bikas Garna Kathalaya"
"Read and Let Read"

Position Overview

A production officer is involved in the pre-production (planning) under the supervision of Production Manager. A large part of production management involves dealing with people, particularly those who works in team. They are also involved with product design and purchasing

Book Production

1. Approaching supervising and motivating writers for manuscript.
2. Acquiring new manuscript discuss with selection team.
3. Process manuscript after finalizing design for printing
4. Edit the story books and see the minor stuff like Author, Illustrator, Publisher, Printer, first Edition, price, Copy Right, ISBN, E-mail, Market Price etc
5. Making sure that products are produced on time and are of good quality;
6. Overseeing the production process, drawing up a production schedule.
7. Conduct research on availability and printing of books for the Nepalese market.
8. Prepare pool of writer and illustrator for work with us.
9. Consult and built network with renowned editor, illustrator, layout design and language expert for approved book.
10. Handling of New Projects.
11. Fix the meeting with clients related to their team.
12. Revise/Rewrite old books time and again so the story always be new.
13. Working with Production managers to implement the company's policies and goals;
14. Monitoring product standards and implementing quality-control programs.

Qualifications:

Required:

- Bachelor's degree in Arts /Education / Literature or Management
- A minimum of one years of professional experience in similar position.
- Strong Negotiation, sharp observation, planning, supervisory, and management skills
- Strong verbal and written communication skills in Nepali and English

Preferred:

- Advanced degree in a related field (i.e.art, education, literature, management)
- Experience in developing books.
- Prior experience working with schools, colleges, teachers and administrators
- Have a passion for our mission and a strong desire to impact a dynamic non-profit organization
- Have a very high level of personal and professional integrity and trustworthiness
- Have a strong work ethic and require minimal direction
- Work well independently as well as part of a team.