

GOVERNMENT PRINTING WORKS

<u>APPLICATIONS</u>	:	All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria 0001
<u>FOR ATTENTION</u>	:	Ms M Mbokane, Human Resources, Tel no: 012 748 6271
<u>CLOSING DATE</u>	:	17 March 2017
<u>NOTE</u>	:	Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. General information: Short-listed candidates must be available for interviews at a date and time determined by the Government Printing Works. Successful candidates will be subjected to security vetting and financial disclosure requirements and may be subjected to competency assessment (compulsory in senior management positions). GPW is committed to equality, employment equity and diversity. In accordance with the employment equity goals and targets, preference may be given, but not limited to, candidates from underrepresented designated groups. The Government Printing Works reserves the right to fill or not fill the above-mentioned post.

OTHER POSTS

<u>POST 09/18</u>	:	<u>CHIEF ARTISAN GRADE A REF NO: 17/05</u>
<u>SALARY</u>	:	R319 971 per annum (all-inclusive salary package R438 360 per annum)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 plus completed apprenticeship in web-fed / continuous stationery , At least 10 years' post-apprenticeship experience in operating / oversee activities on printing presses, 2 – 3 years' supervisory experience , Computer literate.
<u>DUTIES</u>	:	Ensure efficient and effective utilization and maintenance of printing presses, Adherence to production schedules on the printing presses and ensure that production targets are achieved , Order and arrange raw materials in preparation of printing according to press schedule, Ensure adherence to health and safety regulations, Ensure correct data capturing of press activities in the MIS system (Management Information System), Supervision and ensure the application of performance management, training and development of learners, artisans and printers assistants.
<u>ENQUIRIES</u>	:	Mr A Singh Tel no: (012)748 6304
<u>POST 09/19</u>	:	<u>CHIEF ARTISAN GRADE A (CRAFT BINDING) REF NO: 17/06</u>
<u>SALARY</u>	:	R319 971 per annum (all-inclusive salary package R438 360 per annum)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 plus completed apprenticeship in Craft or Mechanised Binding Trade • At least 10 years' post-apprenticeship experience, Sound knowledge of craft or mechanised binding, printing processes and equipment, 2 – 3 years' supervisory experience, Computer literacy.
<u>DUTIES</u>	:	Manage the craft binding unit and assist in operating of bindery equipment, Ensure that the bindery equipment is effectively and efficiently utilized, Meet and achieve the applicable standard production targets, Maintain high-quality control of products produced, Prepare daily/weekly/monthly production reports, Oversee and monitor the training programmes in the craft binding division, Ensure adherence to health and safety regulations, Ensure correct data capturing of finishing activities in the MIS system (Management Information System), Supervision and ensure the application of performance management, training and development of learners, artisans and printers assistants.
<u>ENQUIRIES</u>	:	Ms J Seabela Tel no: (012) 748 6320
<u>POST 09/20</u>	:	<u>ARTISAN FOREMAN GRADE A (DEPUTY PRESS CAPTAIN) REF NO: 17/07</u>
<u>SALARY</u>	:	R249 540 per annum (all-inclusive salary package R341 869 per annum)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent certificate plus a completed apprenticeship in Lithography/Continuous Stationary Machine Minding, 5 years' post-qualification

experience, Good knowledge of computerized printing presses, Good computer skills, Good communication skills, Quality conscious, Willingness to work shifts.

DUTIES : Operate an automated 9-colour web-fed offset printing machine with specialized finishing equipment (sheeter, folder, numbering unit and web deliver unit), Set up and adjust rollers, cylinders, loading paper reels on machine, Perform specific machine minder maintenance on printing equipment as per manufacture's requirements, Check registration, quality uniformity of print, colour densities as well as correct delivery of the end product, Supervise and train learners, artisans and printers assistants, Adherence to health and safety regulations.

ENQUIRIES : Mr F Nagel Tel no: (012) 748 6109

POST 09/21 : **ARTISAN FOREMAN GRADE A (PRINT ON DEMAND) REF NO: 17/08**

SALARY : R249 540 per annum (all-inclusive salary package R330 170 per annum)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 or equivalent certificate plus a completed apprenticeship in a Pre-press or relevant printing trade, 5 years' post-qualification experience, Knowledge of digital printing and impositioning , Good communication skills, Good interpersonal skills, Quality conscious * Good numeracy skills, Willingness to work shifts.

DUTIES : Responsible for distribution of work flow according to priority, Printing of documents according to standards and original specimen, Quality check on jobs printed, Assisting with queries relating to tasks, impositioning and submit documents to the printer, Oversee maintenance of equipment, Ensure adequate levels of consumables, Supervise and train learners, artisans and Printers Assistants, Adherence To Health And Safety Regulations.

ENQUIRIES : Ms H Macozoma Tel no: (012) 748 6345

POST 09/22 : **ARTISAN (SPECIALISED PRODUCTION) (PESONALISATION EQUIPMENT) REF NO: 17/09**

SALARY : R235 110 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 or equivalent certificate plus a completed apprenticeship in a printing trade and five years post trade experience in trade Good interpersonal skills, Quality conscious, Good numeracy skills, Basic computer skills, Willingness to work shifts.

DUTIES : Adjust, run and maintain personalisation equipment, Reconcile production documents daily, Ensure optimum quality standards, Responsible for scheduled operator maintenance, Train learners and artisans.

ENQUIRIES : Mr F Nagel Tel no: (012) 748 6109

POST 09/23 : **PRINTERS ASSISTANT 4 POSTS REF NO: 17/10**

SALARY : R119 154 per annum, Level 04
CENTRE : Pretoria
REQUIREMENTS : Grade 12 or equivalent qualification, Basic computer literacy, Numerical proficiency, Problem solving skills, Attention to detail.

DUTIES : The successful candidate will be responsible to assist artisans on web-fed printing presses, Prepare and load paper on printing presses, Prepare and insert plates and inks on printing presses, Collecting, checking, staking and moving of goods/materials between workstations, Maintain a clean environment, Adhere to health and safety measures as well as security protocols.

ENQUIRIES : Mr A Singh Tel no: 012 748 6304