

GOVERNMENT PRINTING WORKS

The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria 0001
- FOR ATTENTION** : Ms. M. Mbokane, Human Resources, Tel no: 012 748 6271
- CLOSING DATE** : 18 April 2017
- NOTE** : 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. The Government Printing Works reserves the right to fill or not fill the above-mentioned posts. General information: Short-listed candidates must be available for interviews at a date and time determine by the Government Printing Works. Successful candidates may be subjected to competency assessment and must obtain a positive security clearance. 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.

MANAGEMENT ECHELON

- POST 13/17** : **DIRECTOR: MARKET DEVELOPMENT AND CUSTOMER CARE REF NO: 17/13**
- SALARY** : An all-inclusive remuneration package of R898 743 per annum. The package includes a basic salary (70 % of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of specific guidelines (Salary level 13)
- CENTRE REQUIREMENTS** : Pretoria
A recognized degree in Marketing or Business Administration or Communications an NQF Level 7 equivalent qualification, Appropriate experience of at least 5 - 8 years in Marketing Management / Communications /Advertising / Sales and/or customer care, At least 5 years' experience on middle / senior management level, Knowledge Business Communication and Project Management, An effective negotiator, Persuasiveness and networking skills, Self-motivated individual with the ability to pay attention to detail yet think laterally, Experience in conducting marketing research, marketing projects and documenting findings, Good communicator with excellent organizational and writing skills that can interact on high profiled levels.
- DUTIES** : To develop GPW's client base locally and in Africa/SADC, while ensuring that excellent service is received by customers, Establish and execute sales and customer care strategies and objectives, Provide strategic direction and practical guidance for all communication and corporate branding, To manage the GPW's communication strategy and plan as well as associated standards and procedures, Manage all resources in the unit, Identify research, Manage customer feedback, Manage customer database, Manage customer segmentation plan, Manage service improvement projects, Develop and manage customer Service Level Agreement (SLAs).
- ENQUIRIES** : Ms. BS Mbhele – 012 748 6193
- POST 13/18** : **DIRECTOR: STRATEGIC SUPPORT REF NO: 17/14**
- SALARY** : An all-inclusive remuneration package of R898 743 per annum. The package includes a basic salary (70 % of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of specific guidelines. (Salary level 13)
- CENTRE REQUIREMENTS** : Pretoria
A recognized degree in Business Administration/ Public Administration/Strategic Management or an NQF Level 7 equivalent qualification, Appropriate experience of at least 5 - 8 years, At least 5 years'

experience on middle / senior management level, Extensive experience in strategy management, organizational performance management which includes strategy, monitoring, evaluation , managing compliance and ensuring proper reporting on an organization's performance and risk management process, Knowledge of strategic planning and annual performance plans framework, Experience in business intelligence, business support and business performance metrics related systems, Project management skills are essential, Excellent research and benchmarking skills, Excellent verbal and written communication skills, Ability to work independently, Ability to liaise with stakeholders at all levels of the organization, Self-motivated and disciplined.

DUTIES : Provide strategic direction and practical guidance for all communication and corporate branding, Provide strategic and business support to the General Manager Strategic Management, Manage strategic planning which involves interaction and support to all operations and support functions, Develop and execute ways to continuously assess the performance of GPW in terms of its execution of strategy, design and launch performance analysis and ensure that information systems and data analysis capabilities exist within GPW, Ensure consistent focus on measuring and managing progress on strategic and business milestones and targets, Ensure work plans are reviewed and updated, regular progress reports are produced, quality standards are maintained, strong overall business planning is applied, Coordinate and compile periodic compliance and performance reports according to legislation , Ensure business processes are implemented according to adopted standards and legislation, monitored and updated , Oversee risk management processes.

ENQUIRIES : Mr JJ Rossouw 012 748-6265

OTHER POSTS

POST 13/19 : **DIVISIONAL MANAGER: SPECIAL PRODUCTS (PRESS ROOM OPERATIONS) REF NO: GPW 17/15**

SALARY CENTRE REQUIREMENTS : An all-inclusive salary package of R726 276.00 per annum (Salary Level 12)
: Pretoria
: A recognized degree in Production/Operations Management or Printing related qualifications or equivalent NQF Level 6, 5 - 7 years' experience in a printing production environment, 3 - 5 years' experience in a supervisory capacity or a Senior Certificate (Grade 12) or equivalent plus a passed trade test in a printing trade with 8 - 10 years' experience after trade test and 3 - 5 years' experience in a supervisory capacity, Highly organized professional, Effective communication, Have a high work ethic integrity, customer, and end user focused, Ability to work under pressure to meet deadlines, Good interpersonal relations.

DUTIES : Production Management: Ensure the efficient and effective utilization and maintenance of printing presses (Komori, Concepta etc) in a high production environment, Ensure high quality control, Adherence to scheduled delivery time of jobs, Ensure that Standard Operating Procedures are followed, Prepare production reports for senior manager and advise him/her on production matters, Ensure that data on ERP system is current, Liaise with clients, Management of staff: Manage staff discipline and resolving disputes, Oversee the effective implementation and monitoring of formal training programmes, Conduct performance appraisal of employees, Financial Management: Maintain and update statistical reports, Recording and commenting on spoiled jobs, Ensure profitability of the division, Adherence to budget and governance matters.

ENQUIRIES : Mr K Moodley Tel: (012) 748-6306

POST 13/20 : **COMMUNICATION SPECIALIST (DEPUTY DIRECTOR LEVEL) REF NO: 17/ 16**

SALARY CENTRE REQUIREMENTS : R612 822 per annum (all- inclusive package), (Salary level 11)
: Pretoria
: A recognized degree in Public Relations / Public Administration /Communications Management or an NQF Level 6 equivalent qualification, Appropriate experience of at least 4 – 5 years' of which 3 years must be at middle management level, Client orientation and customer focus, Strategic capability and leadership, An effective negotiator, Persuasiveness and networking skills, Program and project management, People management and

<u>DUTIES</u>	:	empowerment, Good communicator with excellent organizational and with the ability to interact with officials at high levels of the organization.
	:	To manage the communication strategy and plan as well as associated standards and procedures, Develop stakeholder communication and engagement plans, Manage the information to be given out to the stakeholders and the general public, Implement communications events in accordance with approved communications plan, Develop presentations to market GPW at local and international platforms, Coordinate and promote relevant organisational information to the stakeholders and general public, Ensure that all documentation and correspondence for publication support the Corporate Communications strategy and promote the corporate image, Manage GPW intranet, internet web pages, online or print magazines and newsletters, Performance management and resource management.
<u>ENQUIRIES</u>	:	Mr JJ Rossouw 012 748-6265
<u>POST 13/21</u>	:	<u>DEPUTY DIRECTOR: STAKEHOLDER RELATIONS REF NO: 17/ 17</u>
<u>SALARY</u>	:	R612 822 per annum (all- inclusive package), (Salary level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognized degree in Public Relations / Communications Management or an NQF Level 6 equivalent qualification, Appropriate proven experience of at least 4 – 5 years' of which 3 years must be at middle management level in public relations and or stakeholder relations management, Good understanding and knowledge of Public Service policies, prescripts, regulations, Project Management and Coordination skills, Minute taking and report writing skills, Persuasiveness and networking, Organizational Communication Effectiveness, Good record management skills , Good communications skills (written and verbal), Good Computer literacy , Ability to work within a team, Willingness to travel .
<u>DUTIES</u>	:	To liaise with strategic partners and manage relationships between internal and external stakeholders, Establish stakeholder analysis report and develop segmentation profile, Conduct research to facilitate stakeholder engagements locally and internationally, Establish and update stakeholder database, Establish an operational effective stakeholder communication channels, Arrange and manage stakeholder related engagements with relevant GPW leaders, Provide monthly reports on section's operations and performance, Render effective and efficient communication support services to internal and external stakeholders, Manage stakeholder database based on stakeholder segmentation, Manage resources.
<u>ENQUIRIES</u>	:	Ms. BS Mbhele – 012 748 6193
<u>POST 13/22</u>	:	<u>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: 17/ 18</u>
<u>SALARY</u>	:	R612 822 per annum (all- inclusive package), (Salary level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognized degree in Public Management / B Administration or an NQF Level 6 equivalent qualification, Appropriate proven experience of at least 4-5 years of which 3 years must be at middle management level within the monitoring and evaluation field, Knowledge and understanding of Government-Wide Monitoring and Evaluation System, Knowledge of the Government budgeting, planning cycle and policy development processes, Understanding Framework for managing Programme Performance Information, Reporting planning cycle, Advanced skills in qualitative and quantitative research methods, statistical forecasting and analysis, Demonstrable technical expertise and experience in programme monitoring and evaluation, Ability to work under pressure and meet tight deadlines, Presentation and facilitation skills, Report-writing skills, Good communication, presentation and facilitation skills, Creativity and conflict resolution and negotiation skills, Good Computer skills, Valid driver's licence.
<u>DUTIES</u>	:	Develop and implement Monitoring and Evaluation policy/framework, strategies and systems that are aligned to planning and reporting requirements, Coordinate the implementation of all Government Printing Works plans including strategic plans, annual performance plans and operational plans, Conduct validation of reported performance information and prepare departmental reports as required, Ensure compliance with reporting requirements and timelines, Conduct in-depth analysis and assessment of all branch plans including monitoring the implementation of the Government Printing Works' strategic and operational plans in terms of comparing actual

ENQUIRIES

outputs against planned targets and budget, Manage and monitor performance information audits, Performance management and resource management.
Ms. BS Mbhele – 012 748 6193