

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** : 17 May 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.

OTHER POST

- POST 18/07** : **WAREHOUSE SUPERVISOR: INVENTORY REF NO: GPW 17/20**
- SALARY** : R226 611 per annum, Level 07
- CENTRE** : Pretoria, Zandfontein
- REQUIREMENTS** : A Grade 12 or equivalent qualification, 5-7 years' applicable experience in stock management/warehouse administration, Good computer literacy in MS Office (Word, Excel and Outlook), Numeric skills, Good verbal communication as well as good interpersonal skills, Valid code 8 driver's licence, An NQF level 6 qualification in Logistics or Supply Chain Management and supervisory experience will be added advantages.
- DUTIES** : Inbound logistics manage receiving of stock (stationery items). Liaise with internal business areas for incoming stock from production. Issuing of stock for dispatching to customers. Ensure that stock delivered meet the quality and quantity requirements. Ensure timely accurate and effective return process management. Manage and supervise all warehouse transactions for transfers. Ensure proper safeguard of binning of all stock. Conduct weekly cycle counts and investigate and reconcile inventory variances. Identification and report on slow moving and redundant items/stock. Prepare weekly and monthly reports. Supervision, training and performance management of employees. Adhere to health and safety regulations.
- ENQUIRIES** : Mr V Manganye, Tel no: (012) 748 6131