

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, marked
- FOR ATTENTION** : Ms. M. Mbokane, Human Resources, Tel no: (012) 748 6271.
- CLOSING DATE** : 11 August 2017 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.
- NOTE** : 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 must obtain a positive security clearance. 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.

OTHER POSTS

- POST 31/06** : **OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: GPW 17/33**
Branch: Human Resources
- SALARY** : R334 545 per annum, Level 09
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized 3 year Degree/National Diploma in Safety Management or NQF level 6 qualification or equivalent qualification with 3-5 years' experience in an occupational health and safety environment, Knowledge of and working experience in Occupational Health and Safety environment, Risk control experience ideally gained in a manufacturing environment, Computer literacy, Excellent communication skills (verbal and Written), Good interpersonal skills, Ability to work under pressure and display high assertiveness levels, Attention to detail, A valid driver's licence is essential, Registered Occupational Safety Professional.
- DUTIES** : Develop and implement health & safety policies, systems of work and procedures, Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated, Ensure GPW meets its statutory obligations in all areas pertaining to health and safety in the work place, including statutory training and reporting, Incident reporting, investigation assistance and facilitation of corrective actions, Driving the safety programme to reduce number of incidents, Reporting on and proactively managing risk on site, conducting safety and risk audits, Ensuring adequate safety induction and risk related training, Keep up to date with all aspects of health and safety regulation and communicate relevant changes to the business.
- ENQUIRES** : Ms L Maswanganyi, Tel no: (012) 748 6266
- POST 31/07** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: GPW 17/34**
Branch: Human Resources
- SALARY** : R334 545 per annum, Level 09
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized 3 year Degree/National Diploma in Training/ Human Resource Development or NQF level 6 qualification or equivalent qualification with 3-5 years' Training and Development experience in the Human Resource environment. Experience in the coordination, facilitation and management of Staff Induction.

Ability to render Training and Development-related advisory services, Good presentation, facilitation and problem solving skills, Time Management, Planning and Organizational skills, Ability to conduct basic research, understanding of training-related legislation including the Skills Development Act, Excellent interpersonal skills and ability to function both independently and as part of a team, ability to handle pressure, good communication, and writing skills, Computer literacy in MS Office (Word, Excel, PowerPoint and Outlook, etc.), A valid driver's license.

DUTIES : Conduct training needs analysis. Coordinate the development and submission of the Workplace Skills Plan and Annual training reports, Coordinate and implement training interventions in line with the identified needs and special requests, Coordinate the development and submission of monthly, quarterly and annual reports to stakeholders, Coordinate and provide secretarial support to the Skills Development and Training Committee, Coordinate the review and development of policies, Coordinate and Facilitate the Internal Induction and Orientation programmes, Facilitate the Compulsory Induction Programme (CIP), Administer bursary, graduate and apprenticeship programmes, Execute all other relevant training and skills development programmes.

ENQUIRIES : Ms. L Mahlangu, Tel no: (012) 748-6285

POST 31/08 : **TRAINING OFFICER (HUMAN RESOURCES DEVELOPMENT) REF NO: GPW 17/35**
Branch: Human Resources

SALARY : R226 661 per annum, Level 07
CENTRE : Pretoria

REQUIREMENTS : A recognised 3 year degree/diploma in Training/ Human Resource Development, or NQF level 6 equivalent qualification plus a minimum of 1-2 years' practical experience in Human Resource Development field, Applicants must possess the following attributes and competencies: in-depth knowledge of legislation framework that governs the public service; Knowledge and understanding of SETA practices, SAQA and NQF levels, Understanding of Skills Development Act, Written and verbal Communication skills, Presentation and facilitation skills, Problem Solving and Analysis.

DUTIES : Coordinate and implement training interventions in line with the identified needs and special requests, Source accredited service providers and draft training submission for training programmes, Coordination of the internal Induction and Orientation programmes including Compulsory Induction Programme (CIP), develop training database for SETAs quarterly reports, Present training sessions in identified training and development topics, Assist with coordination of training programmes, Plan and organize logistics for all programs, including venues, coordination of special needs, refreshments; training equipment required, Draft training submissions, Liaise with Seta's and Service Providers.

ENQUIRIES : Ms L. Mahlangu, Tel no: (012) 748-6285

POST 31/09 : **ARTISAN FOREMAN (GRADE A) (MECHANISED BINDING) REF NO: GPW17/36**
Operations and Production (Binding Operations)

SALARY : R267 756 per annum
CENTRE : Pretoria

REQUIREMENTS : Grade 12 or equivalent certificate plus an appropriate trade test certificate in mechanized/craft binding, 5 years' post-qualification experience, Good knowledge of binding/folding/cutting equipment and processes, good interpersonal relations, Quantity Conscious, Planning and organising skills.

DUTIES : Oversee the mechanised binding and finishing of printed matter, Allocate tasks to artisans, Ensure optimum quality standards, Ensure reconciling of production information daily, Supervision and staff management.

ENQUIRIES : Mr S Letswhiti, Tel no: (012) 748-6321

POST 31/10 : **ARTISAN (SPECIALISED PRODUCTION) (CUTTER) 2 POSTS REF NO: GPW17/37**
Operations and Production (Binding Operations)

SALARY : R252 273 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 or equivalent certificate plus an appropriate trade test certificate in cutting/mechanized/finishing and binding, 5 years' post-qualification experience, Knowledge of commercial printing equipment processes, Quantity conscious.
DUTIES : Responsible for passing of jobs before cutting, Operating and programming of guillotines, Perform quality control, Maintenance of equipment, ensuring proper record keeping, assist in supervision of Printers Assistant and Training of learners and artisans.

ENQUIRIES : Mr S Letswhiti, Tel no: (012) 748-6321

POST 31/11 : **ARTISAN (SPECIALISED PRODUCTION) (CRAFT BINDING) REF NO: GPW17/38**
Operations and Production (Binding Operations)

SALARY : R252 273 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 or equivalent certificate plus an appropriate trade test certificate in cutting/folding/finishing and binding, 5 years' post-qualification experience, Knowledge of commercial printing equipment processes, Quantity Conscious.
DUTIES : Responsible to adjust, run and maintain world class merchandised production equipment, Supervise Printer Assistants, Play a key role in maintaining quality standards, Train learners and artisans, Ensure quality assurance, Scheduled operator maintenances.

ENQUIRIES : Mr S Letswhiti, Tel no: (012) 748-6321

POST 31/12 : **ARTISAN (PRODUCTION) GRADE A (MECHANIZED BINDING) REF NO: GPW17/39**
Operations and Production (Binding Operations)

SALARY : R167 778 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 or equivalent certificate plus an appropriate trade test certificate in mechanized/craft binding, basic computer skills, Quantity conscious, good knowledge of mechanized binding equipment.
DUTIES : Responsible to adjust, run and maintain Mechanised binding equipment/machines, Ensure optimum productivity and maintain high quality standards of binding, Reconcile documents daily, Responsible for basic operating and maintenance, Adherence to Occupational Health and Safety regulations and procedures.

ENQUIRIES : Mr S Letswhiti, Tel no: (012) 748-6321

POST 31/13 : **ARTISAN (PRODUCTION) GRADE A (CRAFT BINDING) REF NO: GPW17/40**
Operations and Production (Binding Operations)

SALARY : R167 778 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 or equivalent certificate plus an appropriate trade test certificate in mechanized/craft binding, basic computer skills, Quantity conscious.
DUTIES : Set, adjust, programme and operate a Guillotine/cutting Machine and maintain cutting and finishing related equipment, Ensure optimum productivity and high cutting quality standards, Reconcile production information on a daily basis, Adhere to Occupational Health and Safety regulations and procedures.

ENQUIRIES : Mr S Letswhiti, Tel no: (012) 748-6321

POST 31/14 : **ARTISAN (PRODUCTION) GRADE A (CUTTING) REF NO: GPW17/41**
Operations and Production (Binding Operations)

SALARY : R167 778 per annum

CENTRE : Pretoria

REQUIREMENTS : Grade 12 or equivalent certificate plus an appropriate trade test certificate in mechanized/craft binding, basic computer skills, Quantity conscious.

DUTIES : Set, adjust, operate and maintain cutting and finishing related equipment, Ensure optimum quality standards, Reconcile production information on a daily basis, Operating programming of guillotines.

ENQUIRIES : Mr S Letswhiti, Tel no: (012) 748-6321