

GOVERNEMENT 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 6296.
- CLOSING DATE** : 15 September 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 POSTS

- POST 35/08** : **SENIOR PRINTING WORK PLANNER (ESTIMATION) REF NO: 17/44**
Operations and Production
- SALARY** : R417 552 per annum, Level 10
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate B degree / equivalent NQF Level 6 qualification in Operations Management / Costing or similar field plus 3-5 years appropriate printing experience of which 1 year must be in a supervisory capacity, Good Interpersonal Skills, Good Analytical Skills, Good Computer Literacy.
- DUTIES** : Supervise the Estimation Process and Team, Compute cost factors and prepare estimates used for management purposes such as planning, organising and scheduling work, preparing bids and determining cost effectiveness, Track expenses through the life of the job ticket, Confer with management, clients, contractors, and subcontractors on changes and adjustments to cost estimates, Conduct special studies to develop and establish standard hour and related cost data or to effect cost reduction, Analyse blueprints and other documentation to prepare time, cost, materials, and labour estimates, Review and update estimates after production, Consult with clients, vendors, personnel in other departments to discuss and formulate estimates and resolve issues.
- ENQUIRIES** : Mr V Ngobeni Tel no: (012) 748-6390
- POST 35/09** : **PRODUCTION PLANNER: CAPACITY 2 POSTS REF NO 17/45**
Operations and Production
- SALARY** : R281 418 per annum, Level 08
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate B degree/National Diploma (NQF Level 6) in Industrial Engineering or a Production Management qualification, 2-3 years production, planning or scheduling experience ERP (production shop floor control) experience, Planning, Scheduling and ability to priorities jobs, Production activity control /capacity planning, Computer literate Customer driven, Strong analytical and problem solving ability, Attention to detail.
- DUTIES** : Capacity Management, Evaluate and control the capacity and the load at each work center in each time period, Coordinate with various departments and perform all

capacity planning activities in facility, Analyze capacity planning and provide appropriate recommendation, Resolve the differences between available capacity and required capacity, Manage capacity constraints and bottlenecks, Identify and provide input for process improvement enhancement, Plan for future capacity requirements and the incremental step necessary to manage future demand, Ensure effective implementation of schedule, Assist in establishing and maintaining comprehensive capacity management planning process, Preparation and analysis of data to support monthly output , inventory and Operations planning , Optimization of resources.

ENQUIRIES : Mr P Makgata Tel no: (012) 748 6392

POST 35/10 : **PRINTING WORK PLANNER (SALES ESTIMATOR) 2 POSTS REF NO 17/46**
Operations and Production

SALARY : R281 418 per annum, Level 08

CENTRE : Pretoria

REQUIREMENTS : An appropriate B degree / National Diploma (NQF Level 6) qualification in Costing / Estimating field, 2-3 years' estimating experience, Basic financial management skills, Client orientated and customer focused, Planning, organising and basic administrative skills, Computer literacy, Good interpersonal and communication skills, Attention to detail.

DUTIES : Cost effectively calculate / estimate the costs of a product from receiving in order, to design printing, finishing and distribution, Receive and record all requests for quotations, Conduct customer consultations, Check the accuracy and viability of the product specification, Generate cost estimates for the product from receiving the order, to design, finishing and distribution, working with various sections, Prepare customer quotations, Send the quotations to customers, Provide customer service (internal and external customers), Assess the cost effectiveness of products or services, tracking actual costs relative to product, Ensure quality control and reduction of wastage.

ENQUIRIES : Mr V Ngobeni Tel no: (012) 748 6390