

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
East London applications must be forwarded to:
Government Printing Works, 31 Phillip Frame Road, Waverly Park Building, Chiselhurst, or Private Bag X2, Vincent 5217, marked for the attention of: Ms N Ntanta, Tel: 043 721 1451
Limpompo applications must be forwarded to:
Government Printing Works, No 11 20TH Street, Polokwane, or Private Bag X2, Vincent, marked for the attention of: Mr. A Matheba, Tel: 015 297 6905
Mafikeng applications must be forwarded to:
Government Printing Works, No 3 First Street, Industrial Site, Mafikeng or P.O Box 1966, Mafikeng, marked for the attention of: Ms E Segano, Tel: 018 381-6201/018 381 1296
- FOR ATTENTION** : Ms. M. Mbokane, Human Resources, Tel no: 012 748 6296.
- CLOSING DATE** : 22 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.
Erratum: Kindly note that the closing date of all posts has been amended to be the 20 September 2017. They were advertised in PSVC 35 with the closing date of the 15 September 2017.

OTHER POSTS

- POST 36/26** : **SHAREPOINT ADMINISTRATOR REF NO: 14/47**
Chief Directorate: Information Communication Technology
- SALARY** : R657 558 per annum (All-inclusive package), Level 11
- CENTER** : Pretoria
- REQUIREMENTS** : Grade 12, MCSE/MCTS/MCSA and SharePoint 2010 or higher International certification with 8 – 10 years' applicable experience as a SharePoint Administrator or a relevant IT NQF 6 qualification with 5 -7 years applicable experience. , Knowledge in installing, configuring and troubleshooting Microsoft SharePoint 2010 or higher , Knowledge in building extranets , Microsoft SQL administration and troubleshooting, Experience using SharePoint designer, knowledge of workflow tools such as K2/Nintex and MS Dynamics, Knowledge of Microsoft CRM.
- DUTIES** : Install and configure SharePoint infrastructure , Plan, design and implement SharePoint security including, but not limited to, authentication, security roles, user groups, audiences, and item level security , Plan, design and implement SharePoint data protection, backup and recovery , Assist with evaluating new SharePoint technologies and recommend best-practice solutions , Troubleshoot functional and technical incidents occurring within SharePoint , Plan and design improvements to SharePoint performance as directed , Perform corrective SharePoint administration, configuration and maintenance as required , Create documentation for any function performed under any competency as directed , Plan, design, implement and modify navigational and aesthetic changes to SharePoint pages as directed , Create and configure workflows and the troubleshooting thereof, Manage and administer MS CRM, Ensure solutions require minimal training to the end user while maintaining high reliability and

usability , Plan and execute SharePoint end user training , Maintain technical documentation that supports the systems , Analysis reporting for the purpose of capacity planning , Guide record management processes and procedures.
Mr. A. Apleni, Tel no: (012) 748 6090

ENQUIRIES

POST 36/27

SYSTEMS SPECIALIST SYSTEMS ADMINISTRATOR: NETWORK SPECIALIST REF NO: GPW17/ 48

Chief Directorate: Information Communication Technology

SALARY CENTER REQUIREMENTS

R657 558 per annum (All-inclusive package), Level 11
Pretoria
Grade 12 plus CompTia N+, CompTia Security+, MCSE/MCTS/MCSA or any relevant Networking International Certificates with 8 -10 years' applicable experience OR A relevant 3-year tertiary qualification in Computer Science/Information Technology/ Business Information Systems or equivalent qualification with 5 -7 years' applicable experience, Minimum of 5 years' ICT technical experience, with 2 years in ICT Support and a minimum of 3 years Network Administration experience, Project management qualification is an added advantage Minimum of 2 - 3 years Network Security experience will be an added advantage, Minimum of 1 - 2 years' team lead or supervisory experience will be an added advantage, A valid drivers' licence.

DUTIES

Provide third level support for Networking and connectivity Infrastructure, and ensure calls are resolved within SLA, Ensure minimal disruptions on the networking and connectivity infrastructure during business hours, Ensure that major incidents are escalated to ICT Management timeously, Monitor Wide Area Network [WAN] links/ data lines, Develop standard operating procedures documentation, Manage networking and connectivity infrastructure performance and capacity, and implement performance enhancements, Design network infrastructures that best support business requirements, Pull reports as and when required by ICT management, Ensure and maintain reliable connectivity to remote offices, Document networking configurations and prepare both design documents and site configuration documents, Perform network layer 3 Switch device configurations including (but not limited to) VLANs, trunks, voice prioritization, spanning tree etc., Configure and manage internet lines, and access thereof, Monitor and ensure network (LAN, WAN, Wireless and VPN) availability, Document all problems on Networking Infrastructure and their solutions for future reference, Document all problems on Networking Infrastructure and their solutions for future reference, Training of junior staff and engaging in research activities, Research and test new technologies and ways to improve ICT service offerings, Document all problems on Networking Infrastructure and their solutions for future reference, Training of junior staff and engaging in research activities, Research and test new technologies and ways to improve ICT service offerings Training of junior staff and engaging in research activities, Research and test new technologies and ways to improve ICT service offerings

ENQUIRIES

Mr. A. Apleni, Tel no. (012) 748 6090

POST 36/28

SENIOR DATABASE ADMINISTRATOR 2 POSTS REF NO: 17/49

Chief Directorate: Information Communication Technology

SALARY REQUIREMENTS

R657 558 per annum (All-inclusive package), Level 11
Grade 12 plus MCSE/MCTS/ relevant International Certificate with 8 – 10 years applicable experience or a relevant IT NQF 6 qualification with 5 – 7 years applicable experience, Solid hands-on experience in database design, development, tuning and maintenance after getting International Certifications of which a minimum of 5 years must be managing SQL 2008 R2/2012 or higher, Working knowledge of database systems, Microsoft Access, Microsoft SQL both standalone and clustered, Installing, configuring and administering any relational database.

DUTIES

Strategically design and implement databases across the organization, while ensuring high levels of data availability, Define standards and models for database architectures, which includes developing and designing the database strategy, monitoring and improving database performance and capacity, and planning for future expansion requirements, Plan, coordinate and implement security measures to safeguard the organization's database, Design and deploy data table structures, forms, reports, and queries, Conduct research and make recommendations on database products, services, protocols, and standards in support of procurement and development efforts, Coordinate and work with other technical staff to develop

primary databases and secondary databases, Develop automated database applications, where necessary, using the applicable database packages, Identify data entry, retrieval, change, and delete issues, and work to ensure a high level of data availability, Work with project managers to ensure that data entry, retrieval, change and delete functions meet business requirements for project completion, Identify inefficiencies in current databases and leverage solutions, Install and configure relevant components to ensure database access, Diagnose and resolve database access and performance issues, Perform cost estimates for data migration to new databases during upgrades, and plan and coordinate these migrations, Evaluate and select database components, including hardware, database management systems, data extraction software, metadata management tools, and database design solutions. Backup and Disaster Recovery Of Databases, Request / Incident / Problem / Change management - meet all GPW governance and operational requirements, Security Management - Adhere to all GPW and security measures and report transgressions to the appropriate authority, Configuration management - Ensure compliance to all licensing requirements and report exceptions. Request / Incident / Problem / Change management - meet all GPW governance and operational requirements, Assisting Developers With Development Databases, Mentor and provide skills transfer to junior members of the team.

ENQUIRIES : Mr. A. Apleni, Tel no. (012) 748 6090

POST 36/29 : **WAREHOUSE SUPERVISOR REF NO: 17/50**

SALARY : R226 611 per annum, Level 07
CENTRE : Mmabatho

REQUIREMENTS : A Grade 12 or equivalent qualification, 5-7 years' applicable experience in a warehouse environment, Knowledge of stock management, Numeric skills, Good verbal communication as well as good interpersonal skills, Good computer literacy in MS Office (Word, Excel and Outlook), An NQF level 6 qualification in Logistics or Supply Chain Management and / or supervisory experience will be added advantages.

DUTIES : Supervise and execute functions in a stationery warehouse, Ensure proper stock management (receiving and issuing), Ensure that orders captured are issued accordingly by making sure that correct quantities are issued as requested, Ensure stock availability and accuracy, Ensure that daily /weekly / monthly cycle counts are conducted and controlled, Ensure proper record management of documents, Ensure full compliance with rules and regulations applicable to warehouse, Ensure staff development, coaching, mentoring and performance appraisals, Adhere to health and safety regulations.

ENQUIRIES : Ms E Segano Tel no: (018) 381-6201

POST 36/30 : **ADMINISTRATION CLERK REF NO: 17/51**

SALARY : R152 862 per annum, Level 05
CENTRE : East London

REQUIREMENTS : Grade 12 or equivalent and 1-2 years' administrative experience, Computer literacy (MS Office), Good communication skills (verbal and written), Problem-solving skills, Good interpersonal relations, Attention to detail.

DUTIES : Recording and capturing of orders, Generation of picking slips, delivery notes and order invoices, Manage vehicle administration, Prepare quotations, Maintain filing system, Photocopy and fax documents, Record minutes, memos, letters and other documents, Handle internal and external telephonic queries, Take messages, Perform general clerical duties

ENQUIRIES : Ms N Ntanta, Tel no: (043) 721 1452

POST 36/31 : **ADMINISTRATION CLERK REF NO: 17/52**

SALARY : R152 862 per annum, Level 05
CENTRE : Polokwane

REQUIREMENTS : Grade 12 or equivalent and 1-2 years' administrative experience, Computer literacy (MS Office), Good communication skills (verbal and written), Problem-solving skills, Good interpersonal relations, Attention to detail.

DUTIES : Recording and capturing of orders, Generation of picking slips, delivery notes and order invoices, Manage vehicle administration, Prepare quotations, Maintain filing system, Photocopy and fax documents, Record minutes, memos, letters and other

documents, Handle internal and external telephonic queries, Take messages, Perform general clerical duties
ENQUIRIES : Mr A Matheba, Tel no: (015) 297-6905

POST 36/32 : **ADMINISTRATION CLERK (2 POSTS) REF NO: 17/53**

SALARY : R152 862 per annum, Level 05
CENTRE : Mmabatho
REQUIREMENTS : Grade 12 or equivalent and 1-2 years' administrative experience, Computer literacy (MS Office), Good communication skills (verbal and written), Problem-solving skills, Good interpersonal relations, Attention to detail.

DUTIES : Recording and capturing of orders, Generation of picking slips, delivery notes and order invoices, Manage vehicle administration, Prepare quotations, Maintain filing system, Photocopy and fax documents, Record minutes, memos, letters and other documents, Handle internal and external telephonic queries, Take messages, Perform general clerical duties

ENQUIRIES : Ms E Segano, Tel no: (018) 381 6201

POST 36/33 : **WAREHOUSE CLERK REF NO: 17/54**

SALARY : R152 862 per annum, Level 05
CENTRE : Mmabatho
REQUIREMENTS : Grade 12 or equivalent qualification and 1-2 years' warehouse experience, Computer literacy with good knowledge of MS Office (Outlook and Excel), Numerical proficiency, Good communication skills, Problem-solving skills, Good interpersonal relations, Attention to detail

DUTIES : Verify and dispatch stock, Issue and pick stock, Ensure maintenance and control of stock, Conduct daily / weekly / monthly cycle counting, Report stock discrepancies when detected, Capture transactions on stock system, Handle internal and external telephonic queries, Ensure proper recordkeeping and administration of records, Adhere to Occupational Health and Safety requirements

ENQUIRIES : Ms E Segano, Tel no: (018) 381 6201

POST 36/34 : **WAREHOUSE CLERK REF NO: 17/57**

SALARY : R152 862 per annum, Level 05
CENTRE : Pretoria
REQUIREMENTS : Grade 12 or equivalent and 1-2 years' administrative experience, Good computer literacy (Outlook and Excel), Numerical proficiency, Good communication skills (verbal and written), Problem-solving skills, Good interpersonal relations, Attention to detail, Experience in a warehouse environment will be an added advantage.

DUTIES : Verify and dispatch stock, Issue and pick stock, ensure maintenance and control of stock, Capture transactions on stock system, Handle internal and external telephonic queries, Ensure proper record keeping and administration of records.

ENQUIRIES : Ms L Sithebe, Tel no: (012) 748 6224

POST 36/35 : **STORES ASSISTANT REF NO: 17/55**

SALARY : R127 851 per annum, Level 04
CENTER : Polokwane
REQUIREMENTS : Grade 12 or equivalent qualification, 1 years' experience in a warehouse environment, Numerical proficient, Good verbal communication as well as good interpersonal skills, Valid forklift driver's license.

DUTIES : Off-load supplier's trucks, Forklift driving, Receiving of inventory, Packing received stock in the allocated space, Picking stock for customer allocation, Deliver customer allocated stock to dispatch area timeously, Assist co-workers in all other general duties, Keep working environment clean, Adhere to Occupational Health and Safety requirements, Need to work overtime when necessary and when required.

ENQUIRIES : Mr A Matheba, Tel no: (015) 297-6905

POST 36/36 : **STORES ASSISTANT REF NO: 17/56**

SALARY : R127 851 per annum, Level 04
CENTER : East London

- REQUIREMENTS** : Grade 12 or equivalent qualification, 1 years' experience in a warehouse environment, Numerical proficient, Good verbal communication as well as good interpersonal skills, Valid forklift driver's license.
- DUTIES** : Off-load supplier's trucks, Forklift driving, Receiving of inventory, Packing received stock in the allocated space, Picking stock for customer allocation, Deliver customer allocated stock to dispatch area timeously, Assist co-workers in all other general duties, Keep working environment clean, Adhere to Occupational Health and Safety requirements, Need to work overtime when necessary and when required.
- ENQUIRIES** : Ms N Ntanta, Tel no: (043) 721 1452