

**GOVERNMENT PRINTING WORKS**

*The Government Printing Works is committed equality, employment equity and diversity in accordance with the employment equity goals and targets, preference may be given, but not limited, candidates from underrepresented designated groups.*

- 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 N. Kana, Human Resources, Tel no: 012 748 6296
- CLOSING DATE** : 20 November 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. 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. The Government Printing Works reserves the right to fill or not fill the above-mentioned post. Short-listed candidates must be available for interviews at a date and time determined by the Government Printing Works. Successful candidates will be subjected to security vetting and financial disclosure requirements and may be subjected to competency assessment (compulsory in senior management positions).

**OTHER POSTS**

- POST 44/24** : **ASSISTANT DIRECTOR: SECURITY SERVICES (GPW 17/61)**
- SALARY** : R334 545 per annum (Level 9)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate National diploma in Security and Risk Management with relevant knowledge and experience with Grade "A" PSIRA accredited certificate, coupled with 5 years' experience in the security environment of which 3 years in a practical supervisory level; Thorough knowledge of the MISS/MPSS documents and other relevant security directives and legislations, i.e. Criminal Procedure Act, Control of access to Public Premises and Vehicles Act, Firearms Control Act, Private Security Industry Regulatory Authority Act, National Strategic Intelligence Act, Occupational and Safety Act and Protection of Information Act; Should be able to work independently and under pressure; Must have supervisory, leadership and presentation skills as well as computer literacy, conflict resolution and negotiation skills; Knowledge of financial and human resource related matters and report writing skills; Fire-fighting and First-Aid skills; Conduct escorts of the Security documents to GPW Clients including the border posts, Must be willing to work extensive hours and must have a valid driver's license. Knowledge Of: occupational Health and Safety Act; National Key Points Act, Control of access to Public Premises and Vehicles Act MISS/MPSS documents; Criminal Procedures Act and other Acts mentioned above.
- DUTIES** : The incumbent's responsibility will be to render a protection and security management service for GPW in terms of all relevant security legislations; Ensure the safe custody and protection of officials, assets and information through the implementation and adherence to the MISS/MPSS; Maintain and implement physical security measures to minimise risks, Conduct threat and risk Assessments of the Buildings and Regional Offices and make recommendations, Conduct security audits of the Buildings, Conduct "After hours" inspections of the Buildings to ensure security staff work according to the procedures and that GPW assets are safe; Monitor and inspect security control registers; Research on new security technology to update equipment regularly and the maintenance of security equipment; Investigation of losses and damage to assets • Develop and implement the contingency and disaster recovery plans in terms of the relevant legislation; Liaise with other security Agencies; Performance management and reporting. Manage and provide training opportunities to subordinates; Administer the evaluation of personnel and human resources; Manage and execute all financial and administrative

		matters related to the functions at GPW; Conduct investigations and write reports; Ensure compliance and implementation of security policies according to the MISS/MPSS documents.
<b><u>ENQUIRIES</u></b>	:	Mr D Legoabe tel. (012) 748-6176
<b><u>POST 44/25</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER (GPW17/62)</u></b>
<b><u>SALARY</u></b>	:	R281 418 per annum
<b><u>CENTRE</u></b>	:	Pretoria (salary level 8)
<b><u>REQUIREMENTS</u></b>	:	An Appropriate 3 -year degree or equivalent qualification (NQF Level 6) in Business Administration; 3 year's appropriate experience in sales and warehousing, 2-3 years' proven supervisory experience; Knowledge of Government procurement processes; An exposure or knowledge of Finance and point of sales system; financial or warehousing system will be an added advantage; Manage performance management; Good Interpersonal relations; Good Communication skills (verbal and written); Good Computer Literacy.
<b><u>DUTIES</u></b>	:	Supervise Publication warehouse and the Bookshop (Transit in and Out, Cashiers and Sales Counter); Control and manage revenue collection in the Bookshop in line with Treasury Regulations and PFMA; Provide analytic reports on stock and sales transactions; Ensure that security measures in the warehouse/stores and Bookshop are at all times adhere to; Ensuring quality control of stock; Management of Stock; Manage staff performance; Ensure client satisfaction
<b><u>ENQUIRIES</u></b>	:	Ms M Toka tel. (012) 748-6066
<b><u>POST 44/26</u></b>	:	<b><u>ADMINISTRATION CLERK X 2 POSTS (GPW17/63)</u></b>
<b><u>SALARY</u></b>	:	R152 862 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Pretoria (salary level 5)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent and 1-2 years administrative experience; Excellent computer literacy; Good communication skills (verbal and written) and Problem solving skills; Good interpersonal relations; Exposure or knowledge of Marketing and counter services will be an added advantage; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Attending to general enquiries in relation to various Gazette's and other Publications as well as subscription; Generating of sales orders and quotations; Keeping abreast with Government Publications; Ability to work with people; Interact with clients over the counter; Ensure that clients are furnished with the correct publications or information at all times; Filling; Issuing of stock.
<b><u>ENQUIRIES</u></b>	:	Ms M Toka Tel. (012) 748-6066
<b><u>POST 44/27</u></b>	:	<b><u>WAREHOUSE SUPERVISOR (GPW 17/64)</u></b>
<b><u>SALARY</u></b>	:	R226 611 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Pretoria, Zandfontein
<b><u>REQUIREMENTS</u></b>	:	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 supervisory experience will be added advantages.
<b><u>DUTIES</u></b>	:	Supervise and execute functions in the paper 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 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.
<b><u>ENQUIRIES</u></b>	:	Mr V Manganye, tel. (012) 372-0151/2/3
<b><u>POST 44/28</u></b>	:	<b><u>ADMINISTRATION CLERK X 2 POSTS (GPW17/65)</u></b>
<b><u>SALARY</u></b>	:	R152 862 per annum (Level 05)
<b><u>CENTER</u></b>	:	Pretoria (Zandfontein)
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 or equivalent qualification; 1 -2 years' administration experience; Numerical proficiency; Good verbal and written communication as well as

good interpersonal skills; Computer literacy with good knowledge of MS Word and Excel; Knowledge of office administration; Ability to work in a team and under pressure.

**DUTIES** : Capture quotations and forward them to customers; Receiving and capturing customer purchase orders; Attending to walk-in customers; Processing of sales transactions; Attending to general customer enquiries; Performing general office duties as required.

**ENQUIRIES** : Ms E Letsoalo, tel. (012) 372-0151/2/3

**POST 44/29** : **WAREHOUSE CLERK (GPW17/66)**

**SALARY** : R152 862 per annum (Level 05)  
**CENTRE** : Pretoria (Zandfontein)  
**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 P. Naoa, tel. (012) 372-0151/2/3