

**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** : 23 February 2018
- 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 will be subjected to security vetting and financial disclosure requirements and may be subjected to competency assessment (compulsory in senior management positions). GPW is committed to equality, employment equity and diversity. In accordance with the employment equity goals and targets, preference may be given, but not limited to, candidates from underrepresented designated groups. 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 06/08** : **CHIEF ARTISAN GRADE A (CRAFT BINDING) REF NO. (GPW18/01)**
- SALARY** : R343 329 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 10 or equivalent qualification plus completed apprenticeship in Craft or Mechanised Binding Trade, At least 10 years' post-apprenticeship experience, Sound knowledge of craft or mechanised binding, printing processes and equipment, 2-3 years' supervisory experience, Computer literacy, Ability to transfer skills, Willingness to work shifts, Grade 12 will be an added advantage.
- DUTIES** : Manage the craft binding unit and assist in operating of bindery equipment , Ensure that the bindery equipment is effectively and efficiently utilised, Meet and achieve the applicable standard production targets, Maintain high-quality control of products produced, Prepare daily/weekly/monthly production reports, Ensure correct data capturing of finishing activities in the MIS system (Management Information System), Supervision and ensure the application of performance management, training and development of learners, artisans and printers assistants, Ensure the adherence to Occupational Health and Safety regulations and policies.
- ENQUIRIES** : Ms J Seabela, Tel. (012) 748 – 6320
- POST 06/09** : **CHIEF ARTISAN: GRADE A (MECHANISED BINDING) REF NO: (GPW 18/02)**
- SALARY** : R343 329 per annum
- REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship/internship in Craft or Mechanised Binding Trade. At least 10 years' post-apprenticeship experience in a printing production environment. 2-3 years' proven supervisory experience. Sound knowledge of mechanised binding, printing processes and equipment. Computer literacy (MS Office). Good interpersonal relations. Ability to transfer skills. Willingness to work shifts Grade 12 will be an added advantage.

**DUTIES** : Manage the finishing mechanised unit. Ensure that the finishing equipment is effectively and efficiently utilised. Meet and achieve the applicable standard production targets. Maintain high-quality control of products produced. Prepare daily/weekly/monthly production reports. Ensure the adherence to Occupational Health and Safety regulations and policies.

**ENQUIRIES** : Mr G Kistan, Tel. (012) 748 - 6118

**POST 06/10** : **CHIEF ARTISAN: GRADE A (PRESS CAPTAIN) REF NO: (GPW18/03)**

**SALARY** : R334 545 per annum (Level 9)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship in Lithography/Continuous Stationary Machine Minding, At least 10 years' post-apprenticeship experience Lithography/ Continuous Stationary Machine Minding of which 5 years must have been in operating multi-colour computerised sheet-fed machines. 2-3 years' proven supervisory experience. Computer literacy. Willingness to work shifts. Experience in security printing an advantage. Grade 12 will be an added advantage.

**DUTIES** : Operate an automated 9-colour web-fed offset printing machine with specialized finishing equipment (sheeter, folder, numbering unit and web deliver unit). Set up and adjust rollers, cylinders, loading paper reels on machine. Perform specific machine minder maintenance on printing equipment as per manufacture's requirements. Check registration, quality uniformity of print, colour densities as well as correct delivery of the end product. Supervision and ensure the application of performance management, training and development of learners, artisans and printers assistants. Ensure the adherence to Occupational Health and Safety regulations and policies.

**ENQUIRIES** : Mr G Kistan, Tel. (012) 748 – 6118

**POST 06/11** : **ASSISTANT DIRECTOR: FACE VALUE (GPW18/16)**

**SALARY** : R334 545 per annum (Level 9)  
**CENTER** : Pretoria  
**REQUIREMENTS** : A 3 year degree/diploma or equivalent qualification (NQF Level 6) in Supply Chain Management or Logistics and 3-5 experience in stores management / warehouse distribution, 2-3 years' supervisory experience, Advanced computer literacy in MS Office software (Word, Excel and Outlook), Good verbal communication as well as good interpersonal skills, Numeric skills.

**DUTIES** : To manage a warehouse function by enforcing highly effective stock control and distribution and the accounting of each item, Establish efficient security, stock control and optimum storage conditions for all warehouse products, Oversee the receipt, co-ordination and safety of goods coming in and moving out, Ensure orders arrive and are dispatched on time to the right destinations and in the right quantities, Ensure all goods are stored securely and safely in conditions appropriate for product, Advise management on improved security control; measures, Keep accurate records of damaged stock returned and the nature of the damage (e.g. Goods damaged in transit etc.), Ensure compliance with relevant legal and statutory requirements e.g. health and safety, Ensure staff development, coaching, mentoring and performance appraisals.

**ENQUIRIES** : Mr S Rizvi tel. (012) 748 – 6380

**POST 06/12** : **ARTISAN: FOREMAN GRADE A (DEPUTY PRESS CAPTAIN) REF NO. (GPW18/04)**

**SALARY** : R267 756per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship in Lithography/Continuous Stationary Machine Minding , 5 years' post-qualification experience , Good knowledge of computerized printing presses , Good computer skills , Good communication skills , Quality conscious ,Willingness to work shifts , Grade 12 will be an added advantage.

**DUTIES** : Operate an automated 9-colour web-fed offset printing machine with specialized finishing equipment (sheeter, folder, numbering unit and web deliver unit). Set up and adjust rollers, cylinders, loading paper reels on machine. Perform specific machine minder maintenance on printing equipment as per manufacture's requirements. Check registration, quality

uniformity of print, colour densities as well as correct delivery of the end product. Supervise and train learners, artisans and printers assistants. Ensure the adherence to Occupational Health and Safety regulations and policies.

**ENQUIRIES** : Mr G Kistan, Tel. (012) 748 6118

**POST 06/13** : **ARTISAN: FOREMAN GRADE A (PRINT ON DEMAND) REF NO: (GPW 18/05)**

**SALARY** : R267 756per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship in a relevant printing trade. 5 years' post-qualification experience. Knowledge of digital printing and impositioning. Good communication skills. Good interpersonal skills. Quality conscious. Good numeracy skills. Willingness to work shifts. Grade 12 will be an added advantage.

**DUTIES** : Responsible for distribution of work flow according to priority. Printing of documents according to standards and original specimen. Quality check on jobs printed. Assisting with queries relating to tasks. Impositioning and submit documents to the printer. Oversee maintenance of equipment. Ensure adequate levels of consumables. Supervise and train learners, artisans and printers assistants. Adhere to Occupational Health and Safety regulations and procedures.

**ENQUIRIES** : Mr A Tiholoe, Tel. (012) 748 - 6302

**POST 06/14** : **ARTISAN: FOREMAN GRADE A (MECHANISED BINDING) REF NO. (GPW18/06)**

**SALARY** : R267 756 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 10 or equivalent qualification 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, Quality Conscious, Planning and organising skills, Willingness to work shifts, Grade 12 will be an added advantage.

**DUTIES** : Oversee the mechanised binding and finishing of printed matter. Allocate tasks to artisans. Ensure optimum quality standards. Ensure reconciling of production information daily. Supervise and train learners, artisans and printers assistants. Adhere to Occupational Health and Safety regulations and procedures.

**ENQUIRIES** : Ms J Seabela, Tel. (012) 748 – 6320

**POST 06/15** : **ARTISAN: SPECIALISED PRODUCTION (CUTTING) X2 POSTS REF NO: (GPW 18/07)**

**SALARY** : R252 273 annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship in cutting/mechanised/finishing. 5 years' post-qualification experience. Knowledge of commercial printing equipment processes. Quality conscious. Willingness to work shifts. Grade 12 will be an added advantage.

**DUTIES** : Responsible for passing of jobs before cutting. Operating and programing of guillotines. Perform quality control. Maintenance of equipment. Ensuring proper record keeping. Train of learners and artisans. Adhere to Occupational Health and Safety regulations and procedures.

**ENQUIRIES** : Ms J Seabela, Tel. (012) 748 – 6320

**POST 06/16** : **ARTISAN: SPECIALISED PRODUCTION (CRAFT BINDING) REF NO. (GPW18/08)**

**SALARY** : R252 273 annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship in cutting/folding/finishing. 5 years' post-qualification experience. Knowledge of commercial printing processes. Quality Conscious. Willingness to work shifts. Grade 12 will be an added advantage.

**DUTIES** : Responsible for manual binding and to adjust, run and maintain world class binding production equipment, Supervise Printer Assistants, Play a key role in maintaining quality standards, Train learners and artisans, Ensure quality assurance. Scheduled operator maintenances. Adhere to Occupational Health and Safety regulations and procedures.

**ENQUIRIES** : Ms J Seabela, Tel. (012) 748 – 6320

**POST 06/17** : **ARTISAN: SPECIALISED PRODUCTION (MECHANISED BINDING) REF NO. (GPW18/09)**

**SALARY CENTRE REQUIREMENTS** : R252 273 annum  
: Pretoria  
: Grade 10 or equivalent qualification plus a completed apprenticeship in cutting/folding/finishing, 5 years' post-qualification experience, Knowledge of commercial printing processes, Quality Conscious, Willingness to work shifts, Grade 12 will be an added advantage.

**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 L Moloto, Tel. (012) 748 - 6545

**POST 06/18** : **ARTISAN: SPECIALISED PRODUCTION (PERSONALIZATION EQUIPMENT) REF NO. (GPW18/10)**

**SALARY CENTRE REQUIREMENTS** : R252 273 annum  
: Pretoria  
: Grade 10 or equivalent qualification plus a completed apprenticeship in cutting/folding/finishing. 5 years' post-qualification experience. Knowledge of commercial printing processes. Quality Conscious. Willingness to work shifts. Grade 12 will be an added advantage.

**DUTIES** : Responsible to adjust, run and maintain world class personalisation production equipment. Supervise Printer Assistants. Play a key role in maintaining quality standards. Train learners and artisans. Ensure quality assurance. Scheduled operator maintenances. Adhere to Occupational Health and Safety regulations and procedures.

**ENQUIRIES** : Ms D Seleme, Tel. (012) 326 – 6113

**POST 06/19** : **ARTISAN: SPECIALISED PRODUCTION (MECHANISED BINDING) X 3 POSTS REF NO. (GPW18/11)**

**SALARY CENTRE REQUIREMENTS** : R167 778 per annum  
: Pretoria  
: Grade 10 or equivalent qualification plus a completed apprenticeship in mechanized/craft binding. Basic computer skills. Quality conscious. Good knowledge of mechanized binding equipment. Willingness to work shifts. Grade 12 will be an added advantage.

**DUTIES** : Responsible to adjust, run and maintain Mechanised binding and or personalisation 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. (012) 748 - 6321 or Mr L Moloto, Tel. (012) 748 – 6545

**POST 06/20** : **ARTISAN: PRODUCTION GRADE A (CRAFT BINDING) REF NO. (GPW18/12)**

**SALARY CENTRE REQUIREMENTS** : R167 778 per annum  
: Pretoria  
: Grade 10 or equivalent qualification plus a completed apprenticeship in mechanized/craft binding. Basic computer skills. Quality conscious. Willingness to work shifts. Grade 12 will be an added advantage.

**DUTIES** : Responsible to set, adjust, programme and operate a guillotine/cutting machine and maintain cutting and finishing/binding 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 B Msomi, Tel. 012) 748 - 6316

**POST 06/21** : **ARTISAN: PRODUCTION GRADE A (CUTTING) REF NO. (GPW18/13)**

**SALARY** : R167 778 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship in mechanized/craft binding, Basic computer skills, Quality conscious, Grade 12 will be an added advantage.

**DUTIES** : Set, adjust, operate and maintain cutting and finishing related equipment. Ensure optimum quality standards. Reconcile production information on a daily basis. Adhere to Occupational Health and Safety regulations and procedures.

**ENQUIRIES** : Mr S Letswhiti, Tel. (012) 748 - 6321

**POST 06/22** : **ARTISAN: PRODUCTION GRADE A (PRINTER'S MECHANIC) REF NO. (GPW18/14)**

**SALARY** : R167 778 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship as printers mechanic or fitter and turner. The successful candidate should have knowledge of hydraulic and pneumatic equipment. Must be self-motivated, willing to work after hours and attend to call outs. Candidate must be able to work independently as well as part of a team.

**DUTIES** : Install and maintain printing machinery and equipment, Adhere to Occupational Health and Safety regulations and procedures

**ENQUIRIES** : Mr R Deppe, Tel. (012) 334 – 4703

**POST 06/23** : **ARTISAN: PRODUCTION GRADE A (MACHINE MINDER) REF NO. (GPW18/15)**

**SALARY** : R167 778 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship in Lithography/Continuous Stationary Machine Minding. Knowledge of computerized printing presses. Good computer skills. Quality conscious. Willingness to work shifts. Grade 12 will be an added advantage.

**DUTIES** : Operate an automated 9-colour web-fed offset printing machine with specialized finishing equipment (sheeter, folder, numbering unit and web deliver unit). Set up and adjust rollers, cylinders, loading paper reels on machine. Check registration, quality uniformity of print, colour densities as well as correct delivery of the end product. Adhere to Occupational Health and Safety regulations and procedures.

**ENQUIRIES** : Mr G Kistan Tel. (012) 748 – 6118