

**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** : 07 May 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 15/08** : **INTERNAL AUDIT SPECIALIST REF NO: (GPW 18/18)**
- SALARY** : R657 558 per annum (all-inclusive package), (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) specializing in internal auditing. 4-5 years relevant working experience of which at least 2-3 years must be at a supervisory level. Extensive knowledge of the IIA standards. Ability to prepare and review audit working papers. Excellent writing ability and verbal communication skills. Good presentation skills and the ability to liaise at a senior level. Computer literate with competence in Microsoft Office suite packages. Maintain confidentiality and be able to work independently. Knowledge of Public Finance Management Act and Treasury Regulations. Applicants must also be able to work as part of a team, have strong problem solving skills and results orientation and work well under pressure. Adherence to independence and audit objectivity principles. Membership and good standing with the IIA. Valid code 08 driver's license. CIA certification will be an added advantage.
- DUTIES** : Coordinate audit assignments. Supervise and review audit engagements and assess audit results against audit engagement objectives and scope. Assist with execution of integrated audit procedures. Evaluate audit conclusions and recommendations, compile draft and final audit reports. Assist with quality reviews of audit work to ensure adherence to quality standards required by IIA. Provide coaching and constructive feedback on performance to members of the audit team. Review implementation of audit recommendations. Perform follow-ups on management action plans. Provide input into IA plans, methodologies and framework. Research and enhance operational audit programmes. Prepare regular progress reports on annual audit plan.
- ENQUIRIES** : Ms C. Shibambo Tel No: (012) 748 6082

<b><u>POST 15/09</u></b>	:	<b><u>DEPUTY DIRECTOR: MARKET RESEARCH REF NO: (GPW 18/19)</u></b>
<b><u>SALARY</u></b>	:	R657 558 per annum (All-Inclusive Package), (Level 11)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) in Statistics or Marketing, 4-5 years relevant experience, of which 3 years must be in a marketing research environment. Must be able to work independently. Excellent computer literacy in MS Office software (Word, Excel and Outlook). Good presentation skills. A valid code 08 driver's license.
<b><u>DUTIES</u></b>	:	Assess all research requirements and plan accordingly. Liaise with research service providers and manage relationships. Lead research projects, which includes preparing research plans, establishing timelines and project scope, managing research project budgets, managing vendors, coordinating data collection and entry, preparing written reports, giving oral presentation, developing appropriate research methodologies, and following up on projects with clients. Design and conduct quantitative and qualitative market research based on client project intake; conceptualize, design, and deliver timely research based on appropriate market research practice, client needs, and strategic goals; identify and use cost-effective, efficient, and reliable research resources, techniques, and vendors. Conduct competitive/industry/market trend research in specific segments, markets, and delivery modes using appropriate specialized data sources. Apply a long-term strategic approach to research to proactively identify market opportunities and threats and customer needs; initiate strategic, proactive research projects to meet long-term strategic goals and to develop comprehensive market insights. Communicate research findings and provide relevant and actionable insight to clients for decision-making around identified needs and opportunities; identify and use appropriate tools for clear conveyance of information. Provision of research reports including purchasing of off-the shelf reports.
<b><u>ENQUIRIES</u></b>	:	Mr N Dlamini, Tel No: (012) 748 – 6191
<b><u>POST 15/10</u></b>	:	<b><u>ASSISTANT DIRECTOR: GENERAL LEDGER REF NO: (GPW 18/20)</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) in Financial Management. 3 - 5 years' experience in Financial accounting. 1 - 2 years' supervisory experience. Broad and deep financial knowledge. Knowledge of financial legislatures and policies (PFMA, Treasury Regulations, IFRS). Strong administrative skills. Ability to plan, co-ordinate and manage multiple tasks. Hands-on individual that is capable and dedicated to getting the job done. Report writing skills. Good communication skills. Computer Proficiency Excel (Advanced). Experience within an ERP environment will be an added advantage.
<b><u>DUTIES</u></b>	:	Oversee and review the clearing of exceptions and reconciling items. Oversee monthly and year-end closing of books. Verify journal entries. Approve / perform daily, weekly and monthly processing of transactions on ERP. Review bank reconciliations. Oversee and perform monthly general ledger accounts reconciliations. Assist with monthly and other reporting requirement. Maintain financial records in compliance with policies and procedures. Maintain integrity of general ledger in line with IFRS, statutory and other requirements. Comply with finance procedures and policies (system of internal control) as required by GPW. Assist with audit queries. Resolve complaints from outside institutions. Resolve administrative queries. Oversee training, development and application of performance management within area of responsibility.
<b><u>ENQUIRIES</u></b>	:	Ms. H Curlewis, Tel No: (012) – 748-6244
<b><u>POST 15/11</u></b>	:	<b><u>PRINTING WORK PLANNER (SALES ESTIMATOR) X2 POSTS REF NO: (GPW 18/21)</u></b>
<b><u>SALARY</u></b>	:	R281 418 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Pretoria

- REQUIREMENTS** : Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) qualification in Costing / Estimation field. 2 - 3 years' applicable experience of which 1 – 2 years' must be in estimation. OR a Senior Certificate (or equivalent qualification) plus a completed apprenticeship in a printing trade and an Estimation Certificate plus 5-7 years' applicable experience in project or printing estimation. 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
- POST 15/12** : **REGIONAL MANAGER: MMABATHO STATIONERY WAREHOUSE REF NO: (GPW 18/22)**
- SALARY** : R281 418 per annum (Level 08)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6), 5-7 years' experience in warehouse and distribution management, 2-3 years' proven supervisory experience. Good computer literacy in MS Office (Word, Excel and Outlook). Good interpersonal skills.
- DUTIES** : Manage all activities within the GPW North West regional stationery warehouse by ensuring effective inventory control, sound administration, proper financial management, financial analysis, budgeting and accountability. Establish effective security, stock control and optimum storage conditions. Oversee the inward, outward and reverse logistics. Monitor stock levels in storage and stock rotations that take into account production periods. Ensure all goods are stored securely and safely. Ensure accurate capturing of warehouse transactions on the financial systems, timeous invoicing and adequate record management. Provide management with weekly/monthly reports. 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 No: (012) 748-6380
- POST 15/13** : **SENIOR ADMINISTRATIVE OFFICER (STRATEGIC SUPPORT) REF NO: (GPW 18/23)**
- SALARY** : R281 418 per annum (Level 08)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) qualification in Risk Management / Internal Audit / Public Administration / Business Administration. 2-3 years functional experience in administrative support / risk management / internal audit. Problem solving skills. Good computer literacy in MS Office software (Word, Excel and Outlook). Knowledge: Public Sector Risk Management Framework , COSO Framework , King report on Corporate Governance , Public Finance Management Act, Treasury Regulations, Batho Pele Principles , Public Service Act Skills: Communication (written, verbal and presentation) , Computer Literacy ,Time Management , Analytical , Interpersonal ,Planning and organizing , A valid code 08 driver's license.
- DUTIES** : The successful candidate will perform the following duties: Provisioning of support to Risk and Compliance Specialist in terms of conducting risk assessments, drafting risk mitigation strategies, monitoring and reporting progress on implementation of risk mitigation plans, coordination of risk management training/awareness workshops, providing secretariat support to the risk

	:	management committee and Operational Risk Management Committee (ORMC). Perform general administrative activities in support of the unit. Mr A Sibanyoni, Tel No: (012) 748 – 6183
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 15/14</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER (FACILITIES) REF NO: (GPW 18/24)</u></b>
<b><u>SALARY</u></b>	:	R281 418 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) in Property / Facilities management or Commerce / Business Economics with 2-3 experience in property / facilities management. 1-2 years' supervisory experience .Problem solving skills. Good computer literacy in MS Office software (Word, Excel and Outlook). Good verbal communication as well as good interpersonal skills. A valid code 08 driver's license.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Ensure GPW facilities provide a safe, clean, and comfortable work environment. Conduct regular building audits to ensure compliance with legal, safety, health and environmental standards, Implementation of building lease agreements for the department. Manage planned and unplanned building maintenance services. Review, align and implement floor plans to ensure compliance with the contingency plan of the department. Manage parking, cleaning, hygiene services and implementation of Service Level Agreements. Coordinate with Department of Public Works on contracts and facilities maintenance
<b><u>ENQUIRIES</u></b>	:	Mr Eric Chibasa, Tel No: (012) 748 – 6396
<b><u>POST 15/15</u></b>	:	<b><u>ARTISAN (SPECIALISED PRODUCTION) A (ROTARY WEB-FED OFFSET PRINTING) REF NO: (GPW18/27) (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R252 273 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualification plus a completed apprenticeship in Rotary Web-fed Offset Printing. 5 years' post-qualification experience. Excellent knowledge of computerized printing presses. Quality Conscious. Willingness to work shifts. Grade 12 will be an added advantage.
<b><u>DUTIES</u></b>	:	Responsible to adjust, run and maintain Web-fed multi-colour printing equipment/machines. Ensure optimum productivity and maintain high quality standards of printing, Facilitate and ensure quality assurance and control. Reconcile documents daily. Responsible for basic operating and maintenance, Train learners and artisans. Adherence to Occupational Health and Safety regulations and procedures
<b><u>ENQUIRIES</u></b>	:	Mr A Singh Tel No: (012) 748-6304
<b><u>POST 15/16</u></b>	:	<b><u>ARTISAN (PRODUCTION) GRADE A (ROTARY WEB-FED OFFSET PRINTING) REF NO: (GPW18/28) (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R167 778 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualification plus a completed apprenticeship in Rotary Web-fed Offset Printing. Knowledge of computerized printing presses. Good computer skills. Quality conscious. Willingness to work shifts. Grade 12 will be an added advantage.
<b><u>DUTIES</u></b>	:	Responsible to adjust, run and maintain Web-fed multi-colour printing equipment/machines. Ensure optimum productivity and maintain high quality standards of printing. Reconcile documents daily. Responsible for basic operating and maintenance. Adherence to Occupational Health and Safety regulations and procedures.
<b><u>ENQUIRIES</u></b>	:	Mr A Singh Tel No: (012) 748-6304
<b><u>POST 15/17</u></b>	:	<b><u>DRIVER (HEAVY VEHICLE) REF NO: (GPW 18/25)</u></b>
<b><u>SALARY</u></b>	:	R152 862 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Pretoria

**REQUIREMENTS** : Grade 10 or equivalent qualification with at least 1 - 2 years' truck driving experience. Valid code 10 driving licence with PDP. Knowledge of stock management, customer service and distribution of goods. Experience in operating a fork lift will be an added advantage. Willingness to work extended hours

**DUTIES** : Drive heavy vehicles, delivery vans and light vehicles. Delivery and or collect printed matter and related items to and from customers. Assist with loading and off of items. Drive GPW officials, internal and external clients and official visitors as may be requested. Comply with all traffic regulations, e.g speed limits. Comply with control requirements relating to GPW fleet vehicles. Responsible for routine maintenance and garaging of the vehicles and timely.

**ENQUIRIES** : Mr J Khosa, Tel No: (012) 748 – 6382

**POST 15/18** : **ADMINISTRATION CLERK (FACILITIES) REF NO: (GPW 18/26)**

**SALARY** : R152 862 per annum (Level 05)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 1 -2 years' relevant administrative experience with preference in facilities management or cleaning services. Good interpersonal relations and communication skills. Problem solving skills. Computer literacy. A valid code 08 driver's license will be an added advantage.

**DUTIES** : Supervising cleaners. Maintain and keep record of cleaning rosters. Monitor GPW Central Facilities Mailbox for facility incident reporting. Manage bookings for GPW boardrooms. Report and follow-up all calls logged with Department of Public Works on facilities. Liaise with contracted service provider for identified services.

**ENQUIRIES** : Mr E Chibasa, Tel No: (012) 748 – 6396