

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 6296
- CLOSING DATE** : 15 June 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 detailed covering letter, recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver's license (where required), must be attached. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA), The Government Printing Works reserves the right to fill or not fill its advertised posts, General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works, Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments), The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools, Personnel suitability checks will also be administered as a part of the selection process. Success candidates will be required to enter in an employment contract and performance agreement (as relevant), 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 22/15** : **DEPUTY DIRECTOR: STRATEGIC SOURCING REF NO: (GPW18/30)**
- SALARY** : R657 558 per annum (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree/diploma or equivalent NQF Level 6 qualification, 6-8 years' relevant experience in Supply Chain Management of which at least 2-3 years must be at a supervisory level, 3-5 years' experience at strategic sourcing (Direct and Indirect) in an industrial / production environment, Knowledge of the Supply Chain Management Framework, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and other relevant prescripts, Good understanding of good Corporate Governance principles (King III), Computer literacy (MS Word, Excel, PowerPoint etc.), Competencies: Performance optimisation and innovation, Client orientation and focus, Strong analytical skills, Policy analysis and development, Project management, People skills, Planning skills, Good verbal and written communication, Financial skills, Ability to negotiate.
- DUTIES** : Develop and direct the consolidated purchasing function to ensure that high-quality goods, services and strategic materials are obtained in the most cost-effective manner and delivered at the scheduled time, Formulate and execute strategies for BBBEE development, utilising preferential procurement interventions, Support and drive systems and process development and improvements, Manage the

responsibility of procurement of staff to ensure strategy implementation and that goals and objectives are accomplished, Provide for the smooth functioning of operational activities by way of a sufficient and uninterrupted flow of goods and services to the manufacturing leg of the GPW, Implement and manage an efficient, cost-effective and integrated procurement system throughout the organisation, Support the departmental objectives and expenditure budgets by ensuring alignment to the overall procurement approach and practices, Quality management in the sourcing division.

ENQUIRIES :

Mr. S Rizvi Tel No: 012 748 6380

POST 22/16 :

ASSISTANT DIRECTOR – WAREHOUSE MANAGEMENT REF NO: (GPW 18/35)

SALARY CENTRE :

R417 552 per annum (Level 10)
Pretoria

REQUIREMENTS :

Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) in Warehouse Management/ SCM/ Logistics, 3 - 5 years' experience in Warehouse Management, 1 - 2 years' supervisory experience, Broad and deep inventory management knowledge, Knowledge of SCM process, 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, Excellent Computer Proficiency Excel, Experience within an ERP environment will be an added advantage.

DUTIES :

Oversee and manage operations in a large stationery warehouse facility, Oversee inventory management, Verify replenishments, Approve / Perform daily, weekly and monthly processing of transactions on ERP System, Review administrative reconciliations with regard to customers' accounts, Ensure weekly/ monthly/annual stock count and other reporting requirement, Maintain financial records in compliance with policies and procedures, Comply with SCM policies and implement the standard operating procedures, Respond to audit queries, Resolve complaints from outside institutions, Resolve administrative queries, Oversee training, development and application of performance management within area of responsibility.

ENQUIRIES :

Mr.V.Manganye, Tel No: (012) – 748-6131

POST 22/17 :

CHIEF ARTISAN GRADE A (LITHOGRAPHY PRESS CAPTAIN) REF NO: (GPW18/31)

SALARY CENTRE :

R343 329 per annum
Pretoria

REQUIREMENTS :

Grade 10 or equivalent qualification plus a completed apprenticeship in sheet-fed machine minding, At least 10 years' post-apprenticeship experience on operating printing equipment of which 5 years must have been in operating multi-colour computerised sheet-fed machines, 2-3 years' proven supervisory experience, Computer literacy, Problem-solving skills, Good interpersonal skills, Willingness to work shifts, Grade 12 will be an added advantage.

DUTIES :

Manage the Sheet-fed / lithography printing unit, Ensure that the printing 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, Oversee and monitor the training programmes in the division, Ensure the adherence to Occupational Health and Safety regulations and policies, Conduct performance appraisal of personnel, Ensure the adherence to Occupational Health and Safety regulations and policies.

ENQUIRIES :

Mr T Khumalo, Tel No: (012) 748 –6329

POST 22/18 :

ASSISTANT DIRECTOR – STRATEGIC SOURCING REF NO: (GPW 18/36)

SALARY CENTRE :

R334 545 per annum (Level 09)
Pretoria

REQUIREMENTS :

An appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) in Supply Chain Management / Procurement, 2-3 years relevant working experience specializing in sourcing of direct and indirect products and of which at least 1-2

years must be at a supervisory level, Extensive knowledge of the PFMA and PPPFA, Ability to manage procurement activities which includes tender management, 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, 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.

DUTIES : Coordinate all procurement activities within SCM, Ensure implementation of SCM policies and the review thereof, Administer tender administration and ensure the execution of tender procedures, Evaluate and prepare reports related to procurement activities, Ensure implementation of audit recommendations, Perform follow-ups on management action plans, Provide input into SCM plans, methodologies and framework.

ENQUIRIES : Mr.S Rizvi Tel No: (012) 748 6380

POST 22/19 : **CREDITORS ACCOUNTANT REF NO: (GPW 18/37)**

SALARY : R281 418 (Level 08)

CENTRE : Pretoria

REQUIREMENTS : An appropriate 3 year degree/diploma in financial accounting or an equivalent NQF level 6 qualification, 3-5 years' Account Payable experience, Understanding of the Public Finance Management Act and Treasury Regulations, Computer literacy with good knowledge of MS Office (Outlook and Excel), Good communication skills, Problem-solving skills, Good interpersonal relations, Attention to details, Strong administrative skills, The ability to plan, coordinate and manage multiple tasks, Report-writing skills, Experience within an ERP environment.

DUTIES : Managing, capturing and posting of suppliers invoices, Checking all suppliers reconciliations statement every month, Reconcile all suspense accounts on a monthly basis, Manage all forex and prepayment transactions and its reconciliation, Assist in managing and oversee account payable functions performed by account payable clerks, Assist in managing supplier's database, Ensure that all suppliers comply with National Treasury CSD requirements prior to payment, Assist with year-end and month end procedures, Oversee proper record keeping of all relevant documentation, Assist in drafting standard operating procedures, Assist with audit queries, Resolve queries from outside institutions, Resolve administrative queries, Oversee training, development and application of performance management within area of responsibility.

ENQUIRIES : Mr. J Mulaudzi, tel No: (012) 748-6246

POST 22/20 : **WAREHOUSE SUPERVISOR (CENTRAL & MAINTENANCE STORES) REF NO: (GPW18/38)**

SALARY : R226 611 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification, 3-5 years applicable experience in stock management / warehouse administration, Computer literacy (MS Word/Excel), Good verbal communication as well as good interpersonal skills, Numeric skills, Valid code 8 driver's license, A NQF level 6 qualification in Logistics or Supply Chain Management and or supervisory experience will be an added advantage.

DUTIES : Supervise and manage consumables and warehouse, Ensure correctness of goods received and timeously stock capturing, Ensure stock availability and accuracy, Ensure shelves are stacked and marked correctly, Conduct cycle counts, Respond to audit queries (internal and external) and ensure that recommendations are implemented, Ensure full compliance with rules and regulations applicable to warehouse, Stock replenishment, Ensure proper record management of documents, Ensure staff development, coaching, mentoring and performance appraisals, Adhere to Health and Safety Regulations.

ENQUIRIES : Ms. L Sithebe Tel No: 012 748 6224

POST 22/21 : **WAREHOUSE SUPERVISOR (PAPER STORE) REF NO: (GPW14/39)**

SALARY : R226 611 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification, 3-5 years applicable experience in stock management / warehouse administration, Computer literacy (MS Word/Excel), Good verbal communication as well as good interpersonal skills, Numeric skills, Valid code 8 driver's license, A NQF level 6 qualification in Logistics or Supply Chain Management and or supervisory experience will be an added advantage.

DUTIES : Supervise and manage the paper warehouse, Ensure correctness of goods received and timeously stock capturing, Ensure stock availability and accuracy, Ensure that weekly cycle counts are conducted and controlled, Respond to audit queries (internal and external) and ensure that recommendations are implemented, Ensure full compliance with rules and regulations applicable to warehouse, Stock replenishment, Ensure proper record management of documents, Ensure staff development, coaching, mentoring and performance appraisals, Adhere to Health and Safety Regulations.

ENQUIRIES : Ms. L Sithebe Tel No: 012 748 6224

POST 22/22 : **ICT TECHNICIAN (SERVICE DESK) REF NO: (GPW 18/40) (X2 POSTS)**

SALARY : R226 611 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : Relevant Degree/National Diploma in Information Technology/Computer Science/ Information Systems or equivalent NQF level 6 qualification or Grade 12 plus CompTIA A+, N+, or any relevant Systems Support Certification, 2-3 years' ICT end user support experience and understating of Service Desk environment is required.

DUTIES : Respond/resolve end user requests/problems in a prompt/professional manner, Inform end user of actions required to resolve problem, Follow-up complaints of requests not resolved, Assists with the deployment of end user peripherals as well as workstation, Complete special projects as assigned or assists other team members in the completion of projects or support issues as necessary, Manage all open issues and requests, Support and maintain end user problems, troubleshooting and handle multiple priorities simultaneous, Prioritize, identify, research, and resolve technical problems, Troubleshoot functional and technical incidents occurring within GPW technical environment, Excellent working knowledge of computerized production systems, Evaluate and resolve all end user peripherals issues related to hardware and software issues, Escalate warranty repairs for peripherals to appropriated vendor call centres, Assists in network connectivity to all GPW offices, and, remote offices, Provide support to users on technical related issues peripheral support for computers (Desk & Laptops) printers, scanners, IP phones, etc., Provide support for multifunction and high-volume printers (print, fax, scan), Apple Macintosh support, Provide basic troubleshooting of corporate networks such as but not limited to local area network (LAN), wide area network (WAN), metropolitan area network (MAN), 3G & WiFi, Follow up on priority calls, Update and maintenance of knowledge base and Technical documents, Monitoring of calls to maintain effective service support, Plan and perform appropriate procedures, documentation, inventory assessment, and other procedures related to ICT.

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

POST 22/23 : **ARTISAN (PRODUCTION) GRADE A (GRAPHIC DESIGN / ELECTRONIC ORINATION) REF NO: (GPW18/32)**

SALARY : R167 778 per annum

CENTRE : Pretoria

REQUIREMENTS : Grade 10 or equivalent certificate plus a completed apprenticeship in Electronic Origination/Pre-press in the printing industry, Computer skills: Proficiency on Apple Mac with Adobe creative suit, Ability to take work from concept through to repro. Knowledge of commercialised printing and printing processes, Advanced typing

skills, Good communication skills, Creativity (planning, organizing problem-solving skills), Knowledge of CTP is a must, Grade 12 will be an added advantage.

DUTIES : Responsible for typesetting, scanning, colour retouching, design and layout of jobs from concept to plates, Do quality checking, Impositioning of jobs and printing of plates.

ENQUIRIES : Ms. H. Macozoma Tel No: 012 748 6345

POST 22/24 : **ARTISAN (PRODUCTION) GRADE A (DIGITAL PRINTING) REF NO: (GPW18/33)**

SALARY : R167 778 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent certificate plus a completed apprenticeship in electronic origination or related printing trade, Good computer skills, Knowledge of digital printing and impositioning, Knowledge of commercial printing processes, Good communication skills, Quality conscious, Excellent reading skills, Grade 12 will be an added advantage.

DUTIES : Set, adjust, operate and maintain digitised printing equipment, Printing of documents according to standards and original specimen, Impositioning and submit documents to the printer, Ensure optimum quality standards, Reconcile production information on daily basis, Ordering of stock

ENQUIRIES : Ms. H. Macozoma Tel No: 012 748 6345

POST 22/25 : **ARTISAN (PRODUCTION) (PERSONALISATION) REF NO: (GPW 18/34)**

SALARY : R167 778 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship in a printing trade. Basic computer skills, Good interpersonal skills, Quality conscious, Preference will be given to candidates in a possession of electronic origination or DTP qualification, Grade 12 will be an added advantage.

DUTIES : Adjust, run and maintain personalisation equipment, Reconcile personalisation documents daily, Ensure optimum quality standards, Be responsible for scheduled operator maintenance.

ENQUIRIES : Mr. F. Nagel Tel No: 012 748 6109

POST 22/26 : **PRINTERS ASSISTANT REF NO: (GPW 18/41) (X 22 POSTS)**
Branch: Operations and Production (Finishing and Printing Operations)

SALARY : R127 851 per annum (Level 04)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification, Numerical proficiency, Problem-solving skills, Attention to detail, Grade 12 will be an added advantage.

DUTIES : Successful candidates will be performing general assistant duties on equipment such as: sewing, guillotines, folding, foiling, side stitching, gluing and other binding / printing machines, Operate gluing machines, putting strips on quarter bound books, make hinges, pasting of files, counting of sheets and assist artisans with quarter bound books, moving and stacking of printed matter, General housekeeping and cleaning duties.

ENQUIRIES : Mr S Letshwiti, Tel No: (012) 748-6321 / Ms M Letsoalo, Tel No: (012) 748-6316