

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.

<u>APPLICATIONS</u>	:	All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms M Mbokane, Human Resources, Tel No: 012 748 6296.
<u>CLOSING DATE</u>	:	13 July 2018, 12:00 noon.
<u>NOTE</u>	:	Applications must be submitted on form Z83 (obtainable from any Public Service Department or download it from www.gpwnline) 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. Successful 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.

MANAGEMENT ECHELON

<u>POST 26/21</u>	:	<u>DIRECTOR: EQUIPMENT MAINTENANCE REF NO: (GPW18/45)</u>
<u>SALARY</u>	:	An all-inclusive remuneration package of R948 174 per annum. The package includes a basic salary (70% of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of specific guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate degree or equivalent qualification (NQF level 7) in Mechanical / Electrical engineering or related field, Certificate of Competency: Factories (GCC), ECSA Registration, 5-8 years' proven experience in a manufacturing environment, 5 years' experience at middle or senior management level, Proven experience in design, installation, commissioning and maintenance of manufacturing-related equipment. Strong planning, decision making and other administrative skills, Ability to plan, co-ordinate, manage multiple projects, Excellent communication skills, People management, report writing and presentation skills, Project Management qualification and certification will be an added advantage.
<u>DUTIES</u>	:	Function as Factory/Section Engineer responsible for the maintenance and care of production-related institutional assets, Provide integrated maintenance planning and scheduling, The development and execution of preventative and reactive maintenance strategies, Implementing the required activities to ensure excellent machines conditions, with a minimum production interruption, Driving a long term plan and focus on cost-effective optimisation of plant and equipment availability and reliability, Optimising the availability and reliability

of equipment using all available resources and strategies to deliver effective predictive and preventative maintenance plans and schedules, Execution and management of subcontractor tasks in support of maintenance services, Managing the maintenance team to achieve the delivery and management of the work scope, Manages and monitors any future expansion plan, Driving a long term plan and focus on cost-effective optimisation of plant and equipment availability and reliability, Manage the operations capital expenditure and maintenance budgets.

ENQUIRIES : Mr K Moodley Tel No: (012) 748-6306

OTHER POSTS

POST 26/22 : **DIVISIONAL MANAGER: EQUIPMENT MAINTENANCE REF NO: (GPW 18/46)**

SALARY : An all-inclusive salary package of R826 053 per annum (Level 12)
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3 year degree/national diploma or equivalent qualification (NQF 6 or equivalent) in Mechanical/Electrical Engineering or related qualification, 5 - 7 years' experience in a print production / manufacturing engineering environment, 3 - 5 years' junior / middle-management experience, Highly organized professional, Effective communication, Have a high work ethic integrity, Customer and end user focused, Ability to work under pressure to meet deadlines, Good interpersonal relations.

DUTIES : Develop and execute reactive and preventative maintenance activities, Co-ordinate the sourcing of maintenance and equipment upgrades, Contribute to the design and installation of new printing equipment, Manage the equipment maintenance administration function, Liaise with engineering/technical suppliers Manage staff discipline and resolving disputes ,Oversee the effective implementation and monitoring of formal training programmes, Conduct performance appraisal of employees, Maintain and update statistical reports, Adherence to budget and governance matters.

ENQUIRIES : Mr K Moodley Tel No: (012) 748-6306

POST 26/23 : **SENIOR PRINTING WORK PLANNER (ESTIMATION) REF NO: (GPW18/47)**

SALARY : R444 693 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3 year degree/national diploma or equivalent qualification (NQF 6 or equivalent) in Operations Management / Costing or similar field plus 3-5 years appropriate estimation experience of which 1 - 2 years must be in a supervisory capacity, Good Interpersonal Skills, Good Analytical Skills, Good Computer Literacy.

DUTIES : Manage the printing estimation function and team, Compute cost factors and prepare estimates used for management purposes such as planning, organising and scheduling work, preparing bids and determining cost effectiveness, Track expenses through the life of the job ticket, Confer with management, clients, contractors, and subcontractors on changes and adjustments to cost estimates, Conduct special studies to develop and establish standard hour and related cost data or to effect cost reduction, Analyse blueprints and other documentation to prepare time, cost, materials, and labour estimates, Review and update estimates after production, Consult with clients, vendors, personnel in other departments to discuss and formulate estimates and resolve issues.

ENQUIRES : Mr V Ngobeni Tel No: (012) 748-6390

POST 26/24 : **REGIONAL MANAGER: LIMPOPO STATIONERY WAREHOUSE REF NO: (GPW 18/50)**

SALARY : R299 709 per annum (Level 08)
CENTRE : Limpopo
REQUIREMENTS : An appropriate 3 year degree/national diploma or equivalent qualification (NQF 6 or equivalent), 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 Limpopo 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 26/25** : **ARTISAN FOREMAN (CUTTING) REF NO: (GPW18/48)**
- SALARY** : R286 500 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus an appropriate completed apprenticeship and trade test certificate in mechanized/ craft binding, 5 years' post-qualification experience, Good knowledge of guillotines' / binding and packaging equipment and processes, Knowledge of commercial printing processes, Good interpersonal relations, Quantity Conscious, Planning and organizing skills, Grade 12 will be an added advantage.
- DUTIES** : Responsible for passing of jobs before cutting, Operating and programming of Guillotines, Allocation of jobs to artisans, Perform quality control on all cutting machines, Controlling production on the floor, Supervision of staff, Maintenance of equipment, Ensuring proper record keeping, Collecting and checking time-sheets.
- ENQUIRIES** : Mr S Letshwiti Tel No: 012 748 6321
- POST 26/26** : **ARTISAN FOREMAN (EQUIPMENT MAINTENANCE) REF NO: (GPW18/49)**
- SALARY** : R286 500 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus an appropriate completed apprenticeship and trade test certificate in Mechanical/Electrical/ Electromechanical, 5 years' post-qualification experience, Good knowledge of printing / binding equipment and processes, Knowledge of commercial printing processes, Good interpersonal relations, Quantity Conscious, Planning and organizing skills, Grade 12 will be an added advantage.
- DUTIES** : The ensuring of proper maintenance of equipment, Day to day provision of maintenance services, The monitoring and inspection of equipment, Conduct preventive maintenance schedule, Handling spare parts inventory and ordering, Keep proper history documentation for machineries break down, repairs and preventive actions, Report any machine/equipment deficiencies.
- ENQUIRIES** : Mr R Deppe, Tel No: (012) 748-6312
- POST 26/27** : **ACCOUNTING CLERK REF NO: (GPW 18/51)**
- SALARY** : R196 407 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 with 1 - 2 years' proven relevant experience in accounts receivables, Knowledge of the Public Finance Management Act and Treasury Regulations, Good analytical, administration and organisational skills, Good verbal and written communication, as well as good interpersonal skills, Ability to work under pressure, Computer Proficiency. A 3 year degree/national diploma or equivalent qualification (NQF 6) in financial administration will be an added advantage.
- DUTIES** : Capture and allocate receipts received, Clear all unallocated payments on debtor's accounts, Compile documents for refund requests, Reconcile and clear the suspense ageing timeously for review, Investigation and clearing of all credit balances on customer accounts Assist customers on Debtors related enquiries Obtain remittance advices for unallocated payments, allocate payments on a daily basis to correct accounts, Investigate and clearing of all unallocated credit balances on customer accounts on a weekly basis, Issue letters of account reminder for use of unallocated credits, Posting statements

on a monthly basis to customers ensuring that all supporting documents are attached to the statements, Maintain proper records, Attending to audit queries by providing auditors with necessary information required.

ENQUIRES : Ms B Nogemane – Tel No: (012) 748 6236

POST 26/28 : **WAREHOUSE CLERK REF NO: (GPW18/52)**

SALARY : R163 563 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 : 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 N Ntanta, Tel No: (043) 721-1452