

**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** : 27 July 2018, 12:00 noon
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service Department or download it from www.gpwonline) 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.

**OTHER POSTS**

- POST 28/03** : **ASSISTANT DIRECTOR: WAREHOUSE MANAGEMENT REF NO: (GPW18/56)**
- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 year degree/diploma in Supply Chain Management or Logistics or equivalent qualification (NQF Level 6) in Supply Chain Management or Logistics and 3-5 experience in stores management / warehouse distribution, Preferably in a highly paced store, 2-3 years' supervisory experience, Advanced computer literacy in MS Office software (Word, Excel and Outlook), and ERP system, Good verbal communication as well as good interpersonal skills, Numeric skills.
- DUTIES** : To manage a warehouse function by enforcing highly effective stock control & distribution system, Establish and implement efficient controls in stock management, Manage distribution through own fleet and 3PL, Preparation and presentation of reports related to store activities, Advise management on demand and forecasting, Quality controls, customer support and feedback and audit activities. Keep accurate records on

inventory, quality check on good received and dispatched. Over all effective management of the store, including managing a team of personnel and their performances. 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 28/04**

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**DRIVER (HEAVY VEHICLE) REF NO: (GPW 18/57)**

(This is a Re-advertisement, candidates who previously applied and are still interested are required to apply)

**SALARY**

:

R163 563 per annum (Level 05)

**CENTRE**

:

Pretoria

**REQUIREMENTS**

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Grade 10 or equivalent qualification with at least 1 - 2 years' truck driving experience ,Valid code 14 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**

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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**

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Mr J Khosa, Tel No: (012) 748 – 6382