

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** : 17 September 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.

MANAGEMENT ECHELON

- POST 35/02** : **DIRECTOR: ICT OPERATIONS REF NO: (GPW18/58)**
- SALARY** : An all-inclusive remuneration package of R1 005 063 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.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree or equivalent NQF Level 7 qualification in Information Technology / Information Management or relevant field and Cobit implementation, TOGAF, ICDL (International Computer Driving Licence), A+ and N+ certifications plus at least 5 years' experience at middle / senior management level, 3 – 5 years' experience in an Enterprise or Technology architecture environment is required ,Sound knowledge of strategic management, Sound knowledge of Information Technology systems and processes , Working experience managing Networks, Sound knowledge of Microsoft environment especially in supporting ERP systems , Sound knowledge in managing VMWare virtualised environments ,Sound knowledge of business continuity management, Sound Knowledge of the E government strategy and roadmap, Interactive communication, Problem solving and Analytical thinking achievement orientation , Planning and Organizing, Proven Project Management competency, Strategic thinking.
- DUTIES** : Ensure operational efficiency and improvement of IT Governance in the Department, Effectively plan, manage, assign and coordinate the day-to-day tasks and activities of the ICT Operations team inclusive of processes, procedures, risk management and financial governance, Ensure the integrity and smooth operation of all GPW ICT infrastructures, systems and applications, Ensure Backup and Disaster Recovery systems are adequate, in place and operational, Engage with GPW's project groups, and other key business stakeholders to ensure ICT services are provisioned to meet business needs, Ensure periodic review and audits are performed across all key ICT operational infrastructures and systems,

Perform procurement activities in support of general ICT operations, Take responsibility and accountability for the complete management of projects and tasks, including planning, scheduling and implementation, within allocated budgets and quality controls, Plan and deploy information security mechanisms and ensure compliance with relevant regulatory frameworks and authorities through researching, developing and implementing information security policies, Manage the development of Enterprise Architecture domain to ensure that GPW institutes and sustains a holistic and integrated view of technology standards and solutions, Create an enabling environment for line and support functions to perform their functions more effectively and efficiently, Ensure confidentiality and reliability of proprietary information and intellectual property, Oversee identified deficiencies for IT policies, standards and best practices to ensure that architectural criteria and practices continue to meet the strategic needs of the Department, Develop and maintain computing standards relative to an overall strategy to provide an appropriate degree of standardization, Develop and implement governance processes, frameworks and procedures within the Directorate in compliance with GITO requirements, Render advice to senior management on relevant technology trends and their applicability to business enhancement, Oversee the management of business agreements (BAS) and Service Level Agreement (SLA) of suppliers of information management and Information Technology goods and services, Contribute to the business strategy formulation processes.

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

OTHER POSTS

POST 35/03 : **CHIEF ARTISAN: GRADE A (LITHOGRAPHY PRESS CAPTAIN) REF NO: (GPW18/59)**

SALARY : R365 646 per annum

CENTRE : 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 35/04 : **ADMINISTRATION CLERKS: INTERNAL AUDIT REF NO: (GPW18/60)**

SALARY : R163 563 per annum (Level 05)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification with 1-2 relevant working experience, Good understanding of office administration, Good interpersonal and communication skills, Basic knowledge of administrative procedures and records management procedures, Good telephone etiquette, Ability to communicate well at different levels within the organisation, Good communication, writing, problem solving, planning and interpersonal skills, The ability to work in a professional manner, The ability to work under pressure.

DUTIES : Provide secretarial support to the Director: Internal Audit and Audit Committee, Handle telephone calls and messages, Manage the Director's diary, General typing of divisional documents, Collect and redistribute mail, Arrange meetings and events for the unit, Record minutes of all meetings, Administer leave register, training plans, timesheets and telephone accounts, Handle all incoming and

outgoing mails and arrangements, Procure stationery, refreshments and other related standard items, Attend to enquiries.
Ms C Shibambo Tel No: (012) 748 – 6082

ENQUIRES :
POST 35/05 : **STORES ASSISTANT REF NO: (GPW 18/61)**
SALARY : R136 800 per annum (Level 04)
CENTRE : Polokwane
REQUIREMENTS : Grade 12 or equivalent qualification, 1 years' experience in a warehouse environment, Numerical proficient, Good verbal communication as well as good interpersonal skills, Valid forklift driver's license.
DUTIES : Off-load supplier's trucks, Forklift driving, Receiving of inventory, Packing received stock in the allocated space, Picking stock for customer allocation, Deliver customer allocated stock to dispatch area timeously, Assist co-workers in all other general duties, Keep working environment clean, Adhere to Occupational Health and Safety requirements, Need to work overtime when necessary and when required.
ENQUIRIES : Mr J Nare Tel No: 012 748-6155