

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>	:	12 October 2018, 12 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 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

<u>POST 39/05</u>	:	<u>ARTISAN FOREMAN GRADE A (RUBBERSTAMP PRODUCTION) REF NO: GPW 18/62</u>
<u>SALARY</u>	:	R286 500 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in Electronic Origination/Pre-press with 5 years' post qualification experience, Excellent understanding of printing process, Proficiency in CorelDraw 15 and Adobe CS 6 is a necessity, Good communication skills, Good interpersonal skills, Quality conscious, Excellent reading skills, Excellent knowledge of Microsoft Excel and Word, Grade 12 will be an added advantage.
<u>DUTIES</u>	:	Responsible to oversee the Rubberstamps production section, Creation of quotations, Design and layout of stamps according to client specification, Proofing and editing of copy for rubberstamps, Stock and consumables management, Liaising with clients, Mentor and manage junior artisans / support staff.
<u>ENQUIRIES</u>	:	Ms. H. Macozoma Tel No: 012 748 6345
<u>POST 39/06</u>	:	<u>ARTISAN FOREMAN GRADE A (GRAPHIC DESIGN) REF NO: GPW 18/63</u>
<u>SALARY</u>	:	R286 500 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in Electronic Origination/Pre-press with 5 years' post qualification experience , Computer skills: Proficiency on Apple Mac with Adobe Creative Suite, Ability to take a

project from brief to print, including concept and finished art, Knowledge of commercialised printing and printing processes, Advanced typing skills, Good communication skills, Creativity (planning, organising, problem-solving skills), Knowledge of CTP is a must, Grade 12 will be an added advantage.

DUTIES : Manage quality of designs throughout all phases of a project, Proof reading of jobs, Perform scanning of jobs, impositioning of jobs and printing of plates, Liaising with client's, Mentor and manage artisan (designers).

ENQUIRIES : Ms H Macozoma Tel No: (012) 748-6345

POST 39/07 : **ARTISAN FOREMAN GRADE A (MECHANIZED BINDING, SPECIAL PRODUCTS) REF NO: GPW 18/64**

SALARY : R286 500 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test certificate in mechanized/craft binding, 5 years' post-qualification experience, Good knowledge of binding/folding/cutting equipment and processes, Good interpersonal relations, Quantity Conscious, Planning and organising skills, Grade 12 will be an added advantage.

DUTIES : Oversee the mechanised binding and finishing of printed matter, Allocate tasks to artisans, Ensure optimum quality standards, Ensure reconciling of production information daily, Supervision and staff management.

ENQUIRIES : Mr. M Mudau Tel No: (012) 748 6142

POST 39/08 : **ARTISAN (SPECIALISED PRODUCTION) (WEB-FED: CONCEPTA) REF NO: GPW 18/65**

SALARY : R269 931 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in Lithography / Continuous Stationary Machine Minding, 5 years' post-qualification experience, Knowledge of computerized printing presses, Good computer skills, Quality conscious, Quality Conscious, Planning and organising skills, Willingness to work shifts, Grade 12 will be an added advantage.

DUTIES : Operate an automated 9-colour web-fed offset printing machine with specialized finishing equipment (sheeter, folder, numbering unit and web deliver unit), Set up and adjust rollers, cylinders, loading paper reels on machine, Check registration, quality uniformity of print, colour densities as well as correct delivery of the end product, Train learners, artisans and printers assistants, Adhere to Occupational Health and Safety regulations and procedures.

ENQUIRIES : Mr. M Mudau Tel No: (012) 748 6142

POST 39/09 : **ARTISAN (SPECIALISED PRODUCTION) (GRAPHIC DESIGNER) REF NO: GPW 18/66**

SALARY : R269 931 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification, plus a completed apprenticeship and passed trade test in Electronic Origination/Pre-press in the printing industry and 5 years' post-qualification experience, Computer skills: Proficiency on Apple Mac with Adobe Creative Suite, Ability to take work from concept through to repro, Knowledge of commercialised printing and printing processes, Advanced typing skills, Good communication skills, Creativity (planning, organising, problem-solving skills), Knowledge of CTP is a must, Grade 12 will be an added advantage.

DUTIES : Be responsible for typesetting, design and layout of jobs from concept to plates, as well as colour retouching, Carry out quality checking, Perform scanning of jobs (ability to operate scanner), impositioning of jobs and printing of plates.

ENQUIRIES : Ms H Macozoma Tel No: (012) 748-6345

POST 39/10 : **ARTISAN (PRODUCTION) GRADE A (MECHANISED BINDING) REF NO: GPW 18/67 (X6 POSTS)**

SALARY : R179 523 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in mechanized/craft binding, Basic computer skills, Quality conscious, Good knowledge of mechanized binding equipment / craft binding operations, Willingness to work shifts, Grade 12 will be an added advantage.

DUTIES : Responsible to adjust, run and maintain Mechanised binding and or personalisation equipment/machines, Ensure optimum productivity and maintain high quality standards of binding, Reconcile documents daily, Responsible for basic operating and maintenance, Adherence to Occupational Health and Safety regulations and procedures.

ENQUIRIES : Mr T Khumalo Tel No: (012) 748 - 6329
Mr. M Mudau Tel No: (012) 748 6142