

**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** : 05 November 2018, 12 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 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 POST**

- POST 42/25** : **SHIFT LEADER: SECURITY REF NO: (GPW18/69) (X1 POST)**
- SALARY** : R242 475 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 or equivalent qualification, Grade 'B' PSIRA accredited certificate, 3 - 5 years' experience in the security environment / control room operations National Key Point certificate, Firearm competency certificate, Good interpersonal relations, Customer focus, Good Communication (verbal, written and presentation) skills, Computer Literacy, Must be in possession of a valid Code 8 drivers license, Be prepared to work shifts. A National Diploma or equivalent qualification (NQF Level 6) in security management or related field will be an added advantage. Knowledge of: National Key Points Act, 1980 (Act 102 of 1980); Control of Access to Public Premises and Vehicles Act, 1985 (Act 53 of 1985), Occupational Health and Safety Act, 1993 (Act 85 of 1993), Criminal Procedures Act, 1977 (Act 51 of 1977), Firearms Control Act, 2000 (Act 60 of 2000), MISS (Minimum Information Security Standards) and MPSS (Minimum Physical Security Standards).
- DUTIES** : The successful candidate will be responsible for supervision of Security Officers (in-house and outsourced), Implement security operational policies, procedures and standing instructions, Monitor the extent of adherence/compliance with security procedural measures, Evaluate and improve the effectiveness of such procedural security measures, Investigate and report any security breaches to the

Security Management Team (SMT), Identify health, safety and security risks and threats during his/her shift and report to the Security Manager Team, Report any security systems faults or defects, Assist the unit to conduct the security awareness, Supervise security surveillance and monitoring duties at the control room during his/her shift, Ensure security patrol are conducted to all GPW premises. Enforce access and exit security control measures at all GPW premises, Ensure security registers availability and entries are eligible and concise.

**ENQUIRIES**

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Mr. DD Mokoena Tel No: (012) 748-6371