

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** : 23 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 45/11** : **SENIOR WORK PLANNER (OUTSOURCED PRINTING) REF NO: (GPW18/70)**
- SALARY** : R299 709 per annum (Level 08)
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 year degree/diploma or equivalent qualification (NQF Level 6) plus 2-3 years relevant experience or Grade 12 or equivalent qualification plus 5-7 years relevant experience having gained knowledge of the printing or related process as well as the administration thereof, Experience in the printing industry together with experience in project management and supply chain management would be an added advantage.
- DUTIES** : The successful candidate will be responsible for the planning, organization, administration and follow-up of outsourcing print work to external vendors, Receive requests for outsourcing, Plans and distribute work among the team, Liaison with customers regarding printing specifications and artwork, Preparing Request for Quotations from either contracted printers or from a list of vendors on the supplier database, Analysing quotations in terms of the specification and the price quoted, Comparing quoted price of contracted printers to price lists, Check and approve quotation for accuracy, Prepare order submissions Ensuring lead times meet customer requests, Job ticket administration, Project management, Consult with clients, personnel in other departments to discuss and resolve issues, and monitor the progress of the job to ensure service delivery, Good customer relations.

ENQUIRIES

: Mr. J. Hill Tel No: (012) 748-6290