

**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
- CLOSING DATE** : 14 December 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 48/47** : **ASSISTANT DIRECTOR: WAREHOUSE AND DISTRIBUTION REF NO: GPW 18/76**
- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) in Supply Chain Management or Logistic Management, 5-7 years' experience in warehouse and distribution management, 2-3 years' proven supervisory experience Sound knowledge of best practices and the development of procedures, Knowledge of the Public Finance Management Act, Treasury Regulations and Supply Chain Management Framework (advantage), Excellent computer proficiency.
- DUTIES** : Ensure effective storage and distribution of printed material, Supervise warehousing and transportation activities, eg transfers, receipts, pick shipments, hold and release products, Manage and supervise all warehouse transactions for transfers between various locations, shipments, returns/receipt refusals and delivery documents accuracy, Be responsible for traceability of products and ability to retrieve and recall finished goods in line with standard operating procedures, Check accuracy of the stock count (including lot number), Monitor the quality, quantity, cost and efficiency of the movement and storage of goods, Manage

adherence to delivery schedules and the sign-off of deliveries with date and time, Liaise and negotiate delivery schedules with customers and suppliers, Ensure that vehicles are managed properly, Prepare weekly and monthly reports on deliveries and stock, Ensure compliance with relevant legal and statutory requirements and internationally accepted environmental, health, safety and quality standards, Supervise, develop, lead and maintain a motivated and high performance team.  
Mr S Rizvi Tel No: (012) 748-6380

**ENQUIRIES**

**GRADUATE/INTERNSHIP PROGRAMME**

**OTHER POSTS**

**POST 48/48** : **GRADUATE INTERNSHIP PROGRAMME: HUMAN RESOURCES MANAGEMENT REF NO: GRAD 2019/1**  
(24 months-contract)

**STIPEND CENTRE** : R6000 per month  
: Pretoria:  
Recruitment and Selection (X2 Posts)  
Human Resources Development (X1 Post)  
Labour Relations (X1 Post)  
Conditions of employment (X1 Post)

**REQUIREMENTS** : Study Field: B.Com HRM/BAdmin HRM/ B.Com Industrial Psychology/ ND HRM/ B.Tech HRM/Labour Relations

**ENQUIRIES** : Mr L Mpofu Tel No: (012) 748-6278

**POST 48/49** : **GRADUATE INTERNSHIP PROGRAMME: FINANCIAL SERVICES REF NO: GRAD 2019/2**  
(24 months-contract)

**STIPEND CENTRE** : R6000 per month  
: Pretoria:  
Accounts Receivable (X2 Posts)  
Accounts Payable (X1 Post)  
General Ledger/Payroll (X1 Post)  
Budgeting (X1 Post)

**REQUIREMENTS** : Study Field: B.Com Financial Management/ B.Com Accounting

**ENQUIRIES** : Mr L Mpofu Tel No: (012) 748-6278

**POST 48/50** : **GRADUATE INTERNSHIP PROGRAMME: RISK AND COMPLIANCE MANAGEMENT REF NO: GRAD 2019/3 (X2 POSTS)**  
(24 months-contract)

**STIPEND CENTRE** : R6000 per month  
: Pretoria  
**REQUIREMENTS** : Study Field: ND Risk Management/ B-Tech Risk Management/ ND Internal Audit/ B-Tech Internal Audit

**ENQUIRIES** : Mr L Mpofu Tel No: (012) 748-6278

**POST 48/51** : **GRADUATE INTERNSHIP PROGRAMME: MONITORING & EVALUATION REF NO: GRAD 2019/4 (X1 POST)**  
(24 months-contract)

**STIPEND CENTRE** : R6000 per month  
: Pretoria  
**REQUIREMENTS** : Study Field: ND Monitoring & Evaluation/ B-Admin Public Management or Administration/ B.Com Business Management

**ENQUIRIES** : Mr L Mpofu Tel No: (012) 748-6278

**POST 48/52** : **GRADUATE INTERNSHIP PROGRAMME: MARKETING & STAKEHOLDER RELATIONS REF NO: GRAD 2019/5 (X3 POSTS)**  
(24 months-contract)

**STIPEND** : R6000 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Study Field: B.Com Marketing Relations/ ND Marketing Relations  
**ENQUIRIES** : Mr L Mpofu Tel No: (012) 748-6278

**POST 48/53** : **GRADUATE INTERNSHIP PROGRAMME: INFORMATION COMMUNICATION TECHNOLOGY REF NO: GRAD 2019/6 (X4 POSTS)**  
(24 months-contract)

**STIPEND** : R6000 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Study Field: ND ICT Systems/ BSc Information & Communication Technology  
**ENQUIRIES** : Mr L Mpofu Tel No: (012) 748-6278

**POST 48/54** : **GRADUATE INTERNSHIP PROGRAMME: OPERATIONS MANAGEMENT REF NO: GRAD 2019/7 (X1 POST)**  
(24 months-contract)

**STIPEND** : R6000 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Study Field: BSc Industrial Engineering/ ND Operations Management  
**ENQUIRIES** : Mr L Mpofu Tel No: (012) 748-6278

**POST 48/55** : **GRADUATE INTERNSHIP PROGRAMME: ORIGATION REF NO: (GRAD 2019/8 (X1 POST)**  
(24 months-contract)

**STIPEND** : R6000 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Study Field: ND Graphic Design  
**ENQUIRIES** : Mr L Mpofu Tel No: (012) 748-6278

**POST 48/56** : **GRADUATE INTERNSHIP PROGRAMME: PRODUCTION MANAGEMENT REF NO: GRAD 2019/9 (X4 POSTS)**  
(24 months-contract)

**STIPEND** : R6000 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Study Field: BSc Industrial Engineering/ ND Operations Management  
**ENQUIRIES** : Mr L Mpofu Tel No: (012) 748-6278

**POST 48/57** : **GRADUATE INTERNSHIP PROGRAMME: MAINTENANCE REF NO: GRAD 2019/10 (X2 POSTS)**  
(24 months-contract)

**STIPEND** : R6000 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Study Field: Mechanical Engineering/ Electrical Engineering  
**ENQUIRIES** : Mr L Mpofu Tel No: (012) 748-6278

**POST 48/58** : **GRADUATE INTERNSHIP PROGRAMME: SCHEDULING AND ORDER PROCESSING REF NO: GRAD 2019/11 (X2 POSTS)**  
(24 months-contract)

**STIPEND** : R6000 per month  
**CENTRE** : Pretoria

**REQUIREMENTS** : Study Field: ND Operations Management  
**ENQUIRIES** : Mr L Mpofu Tel No: (012) 748-6278

**POST 48/59** : **GRADUATE INTERNSHIP PROGRAMME: ESTIMATIONS/ OUTSOURCE PRINTING REF NO: GRAD 2019/12: (X2 POSTS)**  
(24 months-contract)

**STIPEND** : R6000 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Study Field: ND Costing/ ND Cost Management Accounting/ ND Operations Management.  
**ENQUIRIES** : Mr L Mpofu Tel No: (012) 748-6278

**POST 48/60** : **GRADUATE INTERNSHIP PROGRAMME: INTERNAL AUDITING REF NO: GRAD 2019/13 (X3 POSTS)**  
(24 months-contract)

**STIPEND** : R6000 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Study Field: ND/B-Tech Internal Auditing/ B.Com Internal Auditing  
**ENQUIRIES** : Mr L Mpofu Tel No: (012) 748-6278

**POST 48/61** : **GRADUATE INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT REF NO: GRAD 2019/14 (X6 POSTS)**  
(24 months-contract)

**STIPEND** : R6000 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Study Field: Degree / National Diploma in Supply Chain Management, Logistics, Procurement, B Proc/LLB, Warehousing Degree / National Diploma in Supply Chain Management, Logistics, Procurement, Warehousing.  
**ENQUIRIES** : Mr L Mpofu Tel No: (012) 748-6278

**POST 48/62** : **GRADUATE INTERNSHIP PROGRAMME: REGIONAL WAREHOUSES REF NO: GRAD 2019/15 (X3 POSTS)**  
(24 months-contract)

**STIPEND** : R6000 per month  
**CENTRE** : Polokwane, Mmabatho, East London  
**REQUIREMENTS** : Study Field: Degree / National Diploma in Supply Chain Management, Logistics, Procurement, Contract Management, Warehousing Degree / National Diploma in Supply Chain Management, Logistics, Procurement, Warehousing.  
**ENQUIRIES** : Mr L Mpofu Tel No: (012) 748-6278

**POST 48/63** : **GRADUATE INTERNSHIP PROGRAMME: LOGISTICS AND FACILITIES REF NO: GRAD 2019/16 (X3 POSTS)**  
(24 months-contract)

**STIPEND** : R6000 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Study Field: Degree / National Diploma in Supply Chain Management, Logistics, Procurement, Contract Management, Warehousing Degree / National Diploma in Supply Chain Management, Logistics, Procurement, Warehousing.  
**ENQUIRIES** : Mr L Mpofu Tel No: (012) 748-6278