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 : 04 March 2019, 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 POSTS

POST 06/09 : ARTISAN (PRODUCTION) GRADE A (MECHANISED BINDING) VARIOUS POSITION REF NO: (GPW 19/09)

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. M Mudau Tel No: (012) 748 6142

POST 06/10 : DRIVER (HEAVY VEHICLE) REF NO: (GPW 19/10)

SALARY : R163 563 per annum (Level 05)

CENTRE : Pretoria
REQUIREMENTS: Grade 10 or equivalent qualification with at least 1 - 2 years’ truck driving experience, Valid code 10 driving licence with PDP, Knowledge of stock management customer service and distribution of goods, Experience in operating a fork lift will be an added advantage, Willingness to work extended hours.

DUTIES: Drive heavy vehicles delivery vans and light vehicles, Delivery and or collect printed matter and related items to and from customers, Assist with loading and off of items, Drive GPW officials internal and external clients and official visitors as may be requested, Comply with all traffic regulations e.g speed limits, Comply with control requirements relating to GPW fleet vehicles, Responsible for routine maintenance and garaging of the vehicles and timely

ENQUIRIES: Mr V Manganye Tel No: (012) 748 – 6131