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 April 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 POST

POST 11/20: ASSISTANT DIRECTOR: SALARY ADMINISTRATION (PAYROLL) REF NO: GPW 19/14

SALARY: R356 289 per annum (Level 09)

CENTRE: Pretoria

REQUIREMENTS: Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) in Financial Management plus 5-7 years’ experience in salary administration (payroll), 2-3 years’ proven supervisory experience, Excellent knowledge of Persal and Vulindlela, Knowledge and Understanding of PFMA and Treasury Regulations; Analytical skills, Problem solving skills, Communication skills, Computer skills, Interpersonal relations and team work skills.

DUTIES: Lead and manage Salary (Payroll) Office, Ensure adherence to relevant policies and procedures, Perform function of Persal Salary Controller, Manage Salary payments: Manage and monitor that all salary payments have correct documentation, are correctly calculated, approved by relevant stake holders, authorized and captured e.g. pro-rata bonus, leave, overtime, etc., Manage and ensure that all deductions are correctly paid to third parties and ensure that schedules are sent to all third parties, Manage and ensure that all payrolls are distributed on time to Paypoint Custodians to avoid late return by them and to meet the requirements of PFMA and Audit queries, Manage and ensure that Salary related suspense accounts are done monthly, Facilitate the payments of all debts...
owed to the department, Manage tax reconciliations returns - Responsible for biannual IRP501 reconciliations and filings, manage the administration of IRP 5 accumulations, Manage and ensures that all users of PERSAL are allocated functions and registered, Approval / Authorization of Persal transactions, Monthly reconciliation and filing of EMP 201’s, Administration regarding AA88 deductions, Run monthly, quarterly and annual reports, Reconciliation of assigned general ledger accounts and preparing correcting journals, Oversee management of rejected salary payments, Respond to internal and external audit enquiries, Manage the performance of the unit which involves coaching, mentoring, and take corrective action where required, develop performance standards and evaluate team and individuals. Monitor staff regarding human resource such as leave and grievances. Compile the work plans for the section.

ENQUIRIES

Ms H Curlewis Tel No: (012) 748 6244