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: 10 June 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 18/31: CHIEF ARTISAN: GRADE A (PRESS CAPTAIN, WEB-FED PRINTING PRESSES) REF NO: (GPW19/15)

Re-Advertisement

SALARY: R386 487 per annum

CENTRE: Pretoria

REQUIREMENTS: Grade 10 or equivalent qualification plus a completed apprenticeship in Lithography/Continuous Stationary Machine Minding, At least 10 years’ post-apprenticeship experience Lithography/ Continuous Stationary Machine Minding of which 5 years must have been in operating multi-colour computerised web-fed machines, 2-3 years’ proven supervisory experience, Computer literacy, Willingness to work shifts, Experience in security printing and Grade 12 will be an added advantage.

DUTIES: Oversee and operate an automated 9-colour web-fed offset printing machine with specialized finishing equipment (sheeter, folder, numbering unit and web deliver unit), Ensure that the set up and adjustment of rollers, cylinders and loading of paper reels on printing equipment are done according to specifications, Ensure that specific machine minder maintenance on printing equipment are done as per manufacture’s requirements, Check registration, quality uniformity of print, colour densities as well as correct delivery of the end product, Supervision and ensure the application of performance management, training and development of
learners, artisans and printers assistants, Ensure the adherence to Occupational Health and Safety regulations and policies.

ENQUIRIES: Mr G Kistan Tel No: (012) 748 – 6118

POST 18/32: PRINTING WORK PLANNER REF NO: (GPW 19/21) (X2 POSTS)

SALARY: R316 791 per annum (Level 08)
CENTRE: Pretoria
REQUIREMENTS: Appropriate 3-year degree/diploma or equivalent NQF Level 6 qualification in Costing / Estimation field/Operations Management, 2-3 years’ applicable experience of which 1 – 2 years’ must be in estimation OR a Senior Certificate (or equivalent qualification) plus a completed apprenticeship in a printing trade and an Estimation Certificate plus 5-7 years’ applicable experience in project or printing estimation, Basic financial management skills, Client orientated and customer focused, Planning organising and basic administrative skills, Computer literacy, Good interpersonal and communication skills, Attention to detail.

DUTIES: Calculate / estimate the costs of a product from receiving an order, to design printing, finishing and distribution, Receive and record all requests for quotations, Check the accuracy and viability of the product specification, Prepare customer quotations, Send the quotations to customers, Provide customer service (internal and external customers), Assess the cost effectiveness of products or services, tracking actual costs relative to product, Ensure quality control and reduction of wastage.

ENQUIRIES: Mr V Ngobeni Tel No: (012) 748-6390

POST 18/33: ARTISAN FOREMAN: GRADE A (FINISHING AND PACKING EQUIPMENT) REF NO: (GPW19/16) (X2 POSTS)

SALARY: R304 263 per annum
CENTRE: Pretoria
REQUIREMENTS: Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test certificate in mechanized/craft binding or a relevant printing trade, and 5 years’ post-apprenticeship experience, Good knowledge of binding/folding/boxing equipment and processes, Good interpersonal relations, Quantity Conscious, Planning and organising skills, Grade 12 will be an added advantage.

DUTIES: Oversee the mechanized binding and fishing of printed matter, operate finishing equipment. Allocate tasks to artisans and printers assistants. Ensure optimum quality standards. Supervising and oversee and assist with training of apprentices. Ensure the adherence to Occupational Health and Safety regulations and policies.

ENQUIRIES: Ms. Jennifer Seabela Tel No: (012) 748-6320

POST 18/34: ARTISAN (SPECIALISED PRODUCTION) (GRAPHIC DESIGNER) REF NO: (GPW19/17)

SALARY: R286 668 per annum
CENTRE: Pretoria
REQUIREMENTS: Grade 10 or equivalent qualification, plus a completed apprenticeship and passed trade test certificate in Electronic Origination/Pre-press in the printing industry and 5 years' post-apprenticeship, Computer skills: Proficiency on Apple Mac with Adobe Creative Suite, Ability to take work from concept through to repro, Knowledge of commercialised printing and printing processes, Advanced typing skills, Good communication skills, Creativity (planning, organising, problem-solving skills), Knowledge of CTP is a must, Grade 12 will be an added advantage.

DUTIES: Be responsible for typesetting, design and layout of jobs from concept to plates, as well as colour retouching, Carry out quality checking, Perform scanning of jobs (ability to operate scanner), impositioning of jobs and printing of plates. Training artisans and apprentices.

ENQUIRIES: Ms H Masilo Tel No: (012) 748-6345

POST 18/35: PROOF-READER REF NO: (GPW 19/22) (X3 POSTS)

SALARY: R208 584 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : Appropriate 3 year degree or equivalent NQF Level 6 qualification majoring in English language, 2-3 years experience as a proof-reader, Good computer skills, Ability to organise/prioritise tasks and effectively manage time, Good communication and interpersonal skills, Quality and continuous improvement orientated, Ownership and accountability, Service delivery innovation.
DUTIES : Proofing of copy content, for grammar and spelling, Reviewing gazette notices prior to publishing, identify errors in content and approve or reject notices based on errors, Meeting performance targets for speed, efficiency and quality, Resolve problems by identifying barriers and implementing solutions, Contribute to the successful running of the division by complying with procedures.
ENQUIRIES : Ms. H Masilo Tel No: (012) 748-6345
POST 18/36 : ARTISAN (PRODUCTION) GRADE A (GRAPHIC DESIGNER/ELECTRONIC ORIGINATION) REF NO: (GPW19/18)
SALARY : R190 653 per annum
CENTER : Pretoria
REQUIREMENTS : Grade 10 or equivalent certificate plus a completed apprenticeship in Electronic Origination/Pre-press in the printing industry, Computer skills: Proficiency on Apple Mac with Adobe creative suit, Ability to take work from concept through to repro, Knowledge of commercialised printing and printing processes, Good typing skills, Creativity (planning, organizing problem-solving skills), Knowledge of CTP, Grade 12 will be an added advantage.
DUTIES : Responsible for typesetting, scanning, colour retouching, design and layout of jobs from concept to plates, Do quality checking, Impositioning of jobs and printing of plates.
ENQUIRIES : Ms. H. Masilo Tel No: 012 748 6345
POST 18/37 : ARTISAN (PRODUCTION) GRADE A (DIGITAL PRINTING) REF NO: (GPW19/19)
SALARY : R190 653 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent certificate plus a completed apprenticeship in a printing trade, Knowledge of digital printing and impositioning, Knowledge of commercial printing processes, Good communication skills, Quality conscious, Grade 12 will be an added advantage.
DUTIES : Set, adjust, operate and maintain digitised printing equipment, Printing of documents according to standards and original specimen, Impositioning and submit documents to the printer, Ensure optimum quality standards, Reconcile production information on daily basis.
ENQUIRIES : Ms. H. Masilo Tel No: 012 748 6345
POST 18/38 : ARTISAN: PRODUCTION GRADE A (MACHINE MINDER) REF NO: (GPW19/20) (X2 POSTS)
SALARY : R190 653 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship in Rotary Web offset/Lithography/Continuous Stationary Machine Minding, Knowledge of computerized printing presses, Good computer skills, Quality conscious, Willingness to work shifts, Grade 12 will be an added advantage.
DUTIES : Operate an automated 9-colour web-fed offset printing machine with specialized finishing equipment (sheeter, folder, numbering unit and web deliver unit), Set up and adjust rollers, cylinders, loading paper reels on machine, Check registration, quality uniformity of print, colour densities as well as correct delivery of the end product, Adhere to Occupational Health and Safety regulations and procedures.
ENQUIRIES : Mr A Singh Tel No: (012) 748 –6304
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<thead>
<tr>
<th>POST 18/39</th>
<th>WAREHOUSE CLERK (LIMPOPO) REF NO: (GPW19/23)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R173 703 per annum (Level 05)</td>
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<tr>
<td>CENTRE</td>
<td>Limpopo</td>
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<td>REQUIREMENTS</td>
<td>Grade 12 or equivalent qualification and 1-2 years' warehouse / stock handling experience, Computer literacy (Outlook and Excel), Numerical proficiency, Good communication skills (verbal and written), Problem-solving skills, Good interpersonal relations, Attention to detail, Experience in a warehouse environment will be an added advantage.</td>
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<td>DUTIES</td>
<td>Verify and dispatch stock, Issue and pick stock, ensure maintenance and control of stock, Capture transactions on stock system, Handle internal and external telephonic queries, Ensure proper record keeping and administration of records.</td>
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<td>ENQUIRIES</td>
<td>Ms M Malatje Tel No: (012) 748-6151</td>
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