ANNEXURE E

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.

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.

CLOSING DATE: 8 July 2019, 12 noon.

OTHER POSTS

POST 22/15: SENIOR WORK PLANNER (OUTSOURCED PRINTING) REF NO: (GPW19/24)

SALARY: R316 791 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: A 3 year degree/diploma in Supply Chain Management / Financial Management 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 printing or related processes as well as the administration thereof, Sound communication and customer relation skills, Computer literate with competence in Microsoft Office suite packages, Project management and administration skills, Experience in the printing industry together with experience in project management, supply chain management and supervisory experience would be an added advantage.

DUTIES: The successful candidate will be responsible for the overseeing, the administration of outsourced print work to external vendors, Plan and distribute work among the team, Liaise with customers regarding printing specifications and artwork, Prepare and / or quality control “Request for Quotations” from either contracted printers or from a list of vendors on the supplier database, Analysing quotations in terms of the specification(s) and the price quoted, Check and approve quotations 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

**ENQUIRIES**
Mr. T Masiso Tel (012) 748-6291

**POST 22/16**
**WORK PLANNER (OUTSOURCED PRINTING) REF NO: (GPW19/25)**
Re-Advertisement

**SALARY**
R 257 508 per annum (Level 7)

**CENTER**
Pretoria

**REQUIREMENTS**
A 3 year degree/diploma in Supply Chain Management / Financial Management or equivalent qualification (NQF Level 6) plus 1-2 years relevant experience OR Grade 12 or equivalent qualification plus 4-5 years relevant experience, Good communication and customer relation skills, Good Computer literacy skills, Knowledge of printing or related processes will be an added advantage.

**DUTIES**
The successful candidate will be responsible for processing of outsourcing print work to external vendors, Liaise 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, Correctly process customer purchase order in accordance with standing instructions, Prepare order submissions for approval, Follow-up on the progress of outsourced orders

**ENQUIRIES**
Mr. T Masiso Tel (012) 748-6291

**POST 22/17**
**ASSET OFFICER REF NO: (GPW 19/26)**

**SALARY**
R257 508 per annum (Level 7)

**CENTER**
Pretoria

**REQUIREMENTS**
An appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) in Supply Chain Management/Financial Management with 1-2 years’ proven experience in asset management OR Grade 12 plus 4-5 years’ appropriate experience in asset management, A good understanding of systems, controls, processes and procedures, Good communication and interpersonal skills, Innovative thinking, Computer literacy in MS Office packages, A valid driver’s licence.

**DUTIES**
Maintain the fixed asset register and asset general ledger, Record fixed asset acquisitions and dispositions in the accounting system, Conduct periodic physical inventory counts of fixed assets, Run monthly depreciation for all fixed assets on electronic asset management system, Assign tag numbers to all newly acquired assets, Investigate the potential obsolescence of fixed assets, Review asset acquisitions to ensure that assets are categorised correctly in terms of the Asset Management Policy, Verify that the cost of the asset is correct in terms of the Asset Management Policy and that all applicable costs have been included, Administer and manage the movement of assets in and outside GPW premises, Assist with the planning, sourcing and buying of goods, equipment and services.

**ENQUIRIES**
Mr E Chibasa, tel. (012) 748-6396