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

06 September 2019

NOTE

Applications must be submitted on form Z83 (obtainable from any Public Service Department) 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 detailed covering letter, 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. Success 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.

MANAGEMENT ECHELON

POST 30/34

CHIEF EXECUTIVE OFFICER REF NO: GPW 19/35

(5 Year Contract Appointment)

Re-advertisement, candidates who previously applied and are still interested are required to apply)

SALARY

R 1 978 533 per annum (Level 16) (An all-inclusive salary package) (subject to applicable rules), structured as follows: Basic salary - 70% of package; State contribution to the Government Employee Pension Fund - 13% of basic salary, non-pensionable Head of Department allowance - 10% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE

Pretoria

REQUIREMENTS

An appropriate recognized undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) or equivalent qualification, recognized by SAQA; coupled with 8 to 10 years’ experience at a senior managerial level, of which at least three (3) years’ experience must be within any organ of State as defined in the Constitution, Act 108 of 1996, The candidate envisaged for appointment must have extensive knowledge of the PFMA and Treasury Regulations, A strong understanding of corporate governance and the entire legislative and regulatory framework applicable thereto, The incumbent will be a dynamic leader with excellent verbal and written communication skills, as well as a strong business acumen, Au fait in strategic capability and leadership, service delivery innovation, client orientation and customer care, problem solving and analysis and financial
management, A valid driver's license and willingness to travel extensively and work extended hours is required.

**DUTIES**

The successful candidate will be responsible for leading the Government Printing Works in setting a clear and compelling service-vision, which translates into the effective achievement of its strategic mandate, Foster partnerships with relevant stakeholders (internally and externally), thereby optimizing the Department’s contribution to the achievement of the National Development Plan, Ensure compliance with national and appropriate internationally regulations, Ensure continuous improvement in the quality and value of services rendered by the Department, Establish and Maintain an organizational structure which supports the accomplishment of operational and strategic goals, Implement and ensure compliance with corporate governance and all the relevant legislative and regulatory frameworks based on the King IV principles, and ensure effective resource management.

**ENQUIRIES**

Mr JJ Rossouw Tel No: (012) 748-6265

**POST 30/35**

GENERAL MANAGER: OPERATIONS AND PRODUCTION REF NO: GPW19/36

Re-advertisement, candidates who previously applied and are still interested are required to apply

**SALARY**

R1 521 591 per annum (Level 15) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE**

Pretoria

**REQUIREMENTS**

An undergraduate qualification (NQF level 7) in Operations Management/Industrial Engineering/Business Management or equivalent qualification and a post graduate qualification (NQF level 8) or equivalent as recognised by SAQA, 6 to 10 years’ extensive experience in the management of operations and/or production functions, 8 to 10 years’ extensive experience at a senior management level, In–depth knowledge of printing / manufacturing / business operational processes and relevant legislation and policies Key Competencies: Strategic capability and leadership, including strategic planning and management, Performance optimisation innovation, Client orientation and customer focus, People management and empowerment, Programme and project management, Knowledge and information management, Problem solving and analysis, Policy analysis and development, Dealing with pressure and setbacks.

**DUTIES**

Provide strategic direction and ensure the strategic positioning of the branch responsible for the strategic management of Operations and Production functions (Research and Development, Management of Security and Non Security Printing, Production Planning Management and Equipment Maintenance), Ensure innovation and implementation on performance optimisation within the unit, Ensure proper stock management of manufacturing raw-products and finished goods, Ensure client order fulfilment through effective order tracking and customer feedback, Ensure compilation and achievement of operational budget with the corporate strategy, relevant policy and regulations, Ensure effective monitoring and reviewing production cost and efficiency levels within the different production lines, Establish and maintain appropriate systems and policies to ensure effective and efficient management of resources, Ensure effective people management including the development and implementation of a skills development standard compliance pertaining to printing policies, legislations and regulations.

**ENQUIRIES**

Mr JJ Rossouw Tel No: (012) 748-6265

**POST 30/36**

GENERAL MANAGER: FINANCIAL SERVICES REF NO: GPW 19/37

Branch: Financial Services

Job Purpose: Reporting to the Chief Executive Officer: GPW, the successful candidate will provide strategic leadership and direction to the financial and supply chain management services in line with the Public Finance Management Act (PFMA) and Treasury Regulations.

**SALARY**

R1 521 591 per annum (Level 15) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining
flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE**

Pretoria

**REQUIREMENTS**

A post-graduate degree in Financial or Business Management or Accounting or an NQF Level 8 equivalent qualification with extensive relevant experience in financial management and supply chain management, 8-10 years’ experience in a senior management position, Proven experience of implementing internal systems, budgeting and controls for sound financial management, Broad knowledge and understanding of the PFMA and Treasury Regulations, In-depth knowledge of Commercial/Manufacturing Financial Systems, GAAP, IFRS, Understanding of Good Corporate Governance principles (King IV), Knowledge of Protection of Information Act and BBEE Act, Knowledge and understanding of Supply Chain Management. Key Competencies: Strategic capability and leadership, including strategic planning and management, Performance optimisation innovation, Client orientation and customer focus, People management and empowerment, Programme and project management, Knowledge and information management, Problem solving and analysis, Policy analysis and development, Dealing with pressure and setbacks.

**DUTIES**

Provide strategic direction and ensure the strategic positioning of the unit responsible for the strategic management of Financial functions (financial management, management accounting, cost accounting and budget management) and SCM (including assets management and logistical and facilities management), Ensure innovation and implementation on performance optimisation within the unit, Manage the financial and administrative functions of the GPW (Financial management, Management Accounting, Cost Accounting and Budget Management and Supply Chain Management) Effective management of movable and immovable assets of the GPW and maintenance of office and residential buildings at the disposal of the GPW, Ensure proper stock management of manufacturing raw-products and finished goods, Establish and maintain appropriate systems and policies to ensure effective and efficient management of resources, Ensure effective people management including the development and implementation of a skills development standard compliance pertaining to financial policies, legislations and regulations.

**ENQUIRIES**

Mr JJ Rossouw Tel No: (012) 748- 6265

**POST 30/37**

CHIEF DIRECTOR: FINANCIAL ACCOUNTING REF NO: GPW19/38

**SALARY**

R1 251 183 per annum (Level 14) (An all-inclusive salary package). The package includes a basic salary (70% of package), the State’s contribution to the Government Employees Pension Fund - 13% of basic salary and a flexible portion that may be structured in terms of specific guidelines.

**CENTRE**

Pretoria

**REQUIREMENTS**

An undergraduate qualification (NQF level 7) in Accounting Business/Commerce or equivalent qualification, 6 -10 years proven relevant experience in a business or commerce field, 5 years’ experience at a senior managerial level, A sound knowledge of the Public Finance Management Act, Treasury Regulations, Basic Accounting System, and relevant prescripts, Knowledge of GRAP/GAAP, Innovative problem-solving and analytical skills, Strategic thinking, Organizing and interpersonal skills, Computer proficiency, Ability to work and make decisions under rapidly changing and pressurized circumstances, Good written and verbal communication skills.

**DUTIES**

Manage financial systems and accounts control, Compile, maintain and present various financial management reports on a monthly, quarterly, mid-year and annual basis, Render financial reporting and audit facilitation, Ensure the efficient, effective and transparent use of the financial resources of the department, Ensure adequate internal financial controls and systems, Establish an effective credit control system and ensure prompt payments to goods rendered, Monitoring the collection of debt, Manage cash flow, Assist and support the Chief Financial Officer in executing sound financial management practices in the department, Perform other related tasks and projects as directed by the Chief Financial Officer.

**ENQUIRIES**

Mr JJ Rossouw Tel No: (012) 748- 6265
OTHER POSTS

POST 30/38 : DEPUTY DIRECTOR: STRATEGIC SOURCING REF NO: (GPW19/28)
Re-advertisement, candidates who previously applied and are still interested are required to apply

SALARY : R733 257 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor’s degree/diploma or equivalent NQF Level 6 qualification, 6-8 years’ relevant experience in Supply Chain Management of which at least 2-3 years must have been at supervisory level, 3-5 years’ experience at strategic sourcing (direct and indirect) in an industrial/production environment, Knowledge of the Supply Chain Management Framework, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and other relevant prescripts, A good understanding of good Corporate Governance principles (King III), Computer literacy (MS Word, Excel, PowerPoint, etc.), Performance optimisation and innovation, Client orientation and focus, Strong analytical skills, Policy analysis and development, Project management, People skills, Planning skills, Good verbal and written communication, Financial skill, The ability to negotiate.

DUTIES : Develop and direct the consolidated purchasing function to ensure that high-quality goods, services and strategic materials are obtained in the most cost-effective manner and delivered at the scheduled time, Formulate and execute strategies for BBBEE development, utilising preferential procurement interventions, Support and drive systems and process development and improvements, Manage the responsibility of procurement of staff to ensure strategy implementation and that goals and objectives are accomplished, Provide for the smooth functioning of operational activities by way of a sufficient and uninterrupted flow of goods and services to the manufacturing leg of the GPW, Implement and manage an efficient, cost-effective and integrated procurement system throughout the organisation, Support the departmental objectives and expenditure budgets by ensuring alignment to the overall procurement approach and practices, Quality management in the sourcing division.

ENQUIRIES : Mr. S Rizvi Tel No: (012) 748 6380

POST 30/39 : ASSISTANT DIRECTOR: GENERAL LEDGER REF NO: (GPW 19/29)
Re- advertisement, candidates who previously applied and are still interested are required to apply

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) in Financial Management, 3 - 5 years’ experience in Financial accounting, 1 - 2 years’ supervisory experience, Broad and deep financial knowledge, Knowledge of financial legislatures and policies (PFMA, Treasury Regulations, IFRS), Strong administrative skills, Ability to plan, coordinate and manage multiple tasks, Hands-on individual that is capable and dedicated to getting the job done, Report writing skills, Good communication skills, Computer Proficiency Excel (Advanced), Experience within an ERP environment will be an added advantage.

DUTIES : Oversee and review the clearing of exceptions and reconciling items, Oversee monthly and year-end closing of books, Verify journal entries, Approve / Perform daily, weekly and monthly processing of transactions on ERP, Review bank reconciliations, Oversee and perform monthly general ledger accounts reconciliations, Assist with monthly and other reporting requirement, Maintain financial records in compliance with policies and procedures, Maintain integrity of general ledger in line with IFRS, statutory and other requirements, Comply with finance procedures and policies (system of internal control) as required by GPW, Assist with audit queries, Resolve complaints from outside institutions, Resolve administrative queries, Oversee training, development and application of performance management within area of responsibility.

ENQUIRIES : Ms. H Curlewis Tel No: (012) – 748-6244