ANNEXURE H

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

13 September 2019, 12 noon

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.

ERRATUM: Kindly note that the post of Chief Executive Officer with Ref No: GPW 19/35 advertised in Public Service Vacancy Circular 30 dated 23 August 2019 with the closing date of 06 September 2019, one of the requirements for the post, should read as follows: "The candidate envisaged for appointment must be a dynamic leader with a strong financial background and business acumen".

OTHER POSTS

POST 31/26

SHIFT LEADER: SECURITY REF NO: GPW 19/39 (X2 POSTS)

SALARY

R257 508 per annum (Level 07)

CENTRE

Pretoria

REQUIREMENTS

Grade 12 or equivalent qualification plus 3-5 years' appropriate experience, Grade 'B' PSIRA accredited certificate, NKP Certificate, Ability to supervise and give on the job training to subordinates, Good interpersonal relations, Customer focus, Good communication skills (verbal and written), Computer Literacy, Must be in possession of a valid Code 8 drivers licence, Firearm proficiency certificate, Be prepared to work shifts, Experience in control room, monitoring and operations will be an added advantage. Knowledge OF: National Key Points Act, 1980 (Act 102 of 1980); Control of Access to Public Premises and Vehicles Act, 1985 (Act 53 of 1985), Occupational Health and Safety Act, 1993 (Act 85 of 1993), Criminal Procedures Act, 1977 (Act 51 of 1977), Firearms Control Act, 2000 (Act 60 of 2000), MISS (Minimum Information Security Standards) and MPSS (Minimum Physical Security Standards).

DUTIES

The successful candidate will be responsible for supervision of Security Officers’ implement security operational policies, procedures and standing
instructions, Monitor the extent of adherence/compliance with security procedural measures, Evaluate and improve the effectiveness of such procedural security measures, Investigate and report any security breaches to the Security Management Team (SMT), Identify health, safety and security risks and threats during his/her shift and report to the Security Manager Team, Report any security systems faults or defects, Supervise security surveillance and monitoring duties at the control room during his/her shift, Ensure security patrol are conducted to all GPW premises. Enforce access and exit security control measures at all GPW premises, Ensure security registers availability and entries are eligible and concise, Supervise the management and tracking of keys and locks, monitor the maintenance of the key register and track the locking and unlocking of offices and venues.

ENQUIRIES : Mr D Mokoena Tel No: (012)-764-4000

POST 31/27 : ARTISAN (PRODUCTION) GRADE A (ELECTRICAL) REF NO: GPW 19/40
SALARY : R190 653 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship in Electrical, Knowledge of commercial printing processes and Grade 12 will be an added advantage.
DUTIES : The ensuring of proper maintenance, installations, operation, repair and testing of commercial or printing electrical equipment, Maintenance of general electrical equipment for e.g. lighting, distribution board and power reticulation, Preventive maintenance of printing equipment, Adhere to all planned and corrective maintenance, Report any machine/equipment deficiencies, Adhere to occupational health and safety practices and promote good housekeeping on an ongoing basis.
ENQUIRIES : Mr K Rahlogo Tel No: (012) 748 6312

POST 31/28 : ARTISAN (PRODUCTION) GRADE A (MECHANICAL) REF NO: GPW 19/41
SALARY : R190 653 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship in Mechanical, Knowledge of commercial printing processes and Grade 12 will be an added advantage.
DUTIES : The ensuring of proper maintenance, installations, operation, repair and testing of commercial or mechanical printing equipment, Maintenance of general Mechanical printing Equipment, Preventive maintenance of printing equipment, Adhere to all planned and corrective maintenance, Report any machine/equipment deficiencies, Adhere to occupational health and safety practices and promote good housekeeping on an ongoing basis.
ENQUIRIES : Mr K Rahlogo Tel No: (012) 748 6312