GOVERNMENT PRINTING WORKS

ANNEXURE E

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 : 20 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.

OTHER POSTS

POST 32/19 : SPECIALIST SYSTEMS ADMINISTRATOR: UNIFIED COMMUNICATIONS (1ST LEVEL SUPPORT) REF NO: GPW19/42

SALARY : R733 257per annum (Level 11) (all-inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification plus a National Diploma/Degree in Information Technology/Information Management/Business Informatics/Computer Science/Software Development with 5 - 7 years’ experience in ICT Support and a minimum of 3 years Unified Communications Systems Administration IT Certificate in Microsoft and Skype for Business 2015, Microsoft Exchange Server 2016, MCSE/MCTS/MCSA, ITIL Foundation and CompTIA Security+ certification and System Centre 2012 Configuration Manage (SCCM) administration will be an added advantage.

DUTIES : To provide 1st level support for Unified Communications Infrastructure, and ensure calls are resolved within SLA, Ensure minimal disruptions on the unified communications infrastructure during business hours, Monitor email queues to ensure incoming and outgoing emails are delivered timeously, Manage unified communications infrastructure performance and capacity, and implement performance enhancements, Manage Microsoft Exchange 2016 & Microsoft Skype for Business 2015 upgrade projects, Exchange online, Analysing system logs and identify potential issues, Manage mailbox security and prevent unauthorised
access, Provide advance management of windows DHCP and DNS services, Apply patches on all Unified Communication systems servers monthly, to strengthen the operating systems and mitigate vulnerabilities. Administration, Installing, Configuring and Maintaining Microsoft Exchange server 2016 and Microsoft Skype for Business 2015, Manage Active Directory Administration and Maintenance, Configure and Manage Windows File and Print server, Installing, configuring and administration of Right-Fax services, Manage Telephone Management System and the reporting thereof, Write PowerShell scripts for automation of server administration. Create and deploy Group Policies, Document all problems on servers and client computers and their solutions for future reference, Research and test new technologies and ways to improve ICT service offerings, Ensure change control process are adhered to when making changes on the production systems, Implement mailbox data backup and archiving plan and periodically test mailbox restores, Implement exchange server redundancy or high availability configuration, Implement Skype for Business infrastructure server redundancy or high availability configuration.

ENQUIRIES : Mr. A Apleni Tel No: (012) 748 6090

POST 32/20 : ASSISTANT DIRECTOR – STRATEGIC SOURCING REF NO: GPW19/43

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) in Supply Chain Management / Procurement, 2-3 years relevant working experience specializing in sourcing of direct and indirect products and of which at least 1-2 years must be at a supervisory level, Extensive knowledge of the PFMA and PPPFA, Ability to manage procurement activities which includes tender management, Excellent writing ability and verbal communication skills, Good presentation skills and the ability to liaise at a senior level, Computer literate with competence in Microsoft Office suite packages, Maintain confidentiality and be able to work independently, Applicants must also be able to work as part of a team, have strong problem solving skills and results orientation and work well under pressure.

DUTIES : Coordinate all procurement activities within SCM, Ensure implementation of SCM policies and the review thereof, Administer tender administration and ensure the execution of tender procedures, Evaluate and prepare reports related to procurement activities, Ensure implementation of audit recommendations, Perform follow-ups on management action plans, Provide input into SCM plans, methodologies and framework.

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