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: 18 October 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 35/28: ARTISAN (SPECIALISED PRODUCTION) (GRAPHIC DESIGNER) REF NO: GPW 19/44

SALARY: R286 668 per annum

CENTRE: Pretoria

REQUIREMENTS: Grade 10 or equivalent qualification, plus a completed apprenticeship and passed trade test in Electronic Origination/Pre-press in the printing industry and 5 years’ post-qualification experience, 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.

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

POST 35/29: SECURITY OFFICER: CONTROL ROOM OPERATOR REF NO: GPW19/45 (X2 POSTS)

SALARY: R122 595 per annum (Level 03)
CENTRE : Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification, Grade 'C' PSIRA accredited certificate, Closed Circuit Television (CCTV) operator certificate Minimum of 1-2 years’ experience in security operations and 1 years’ experience in security control room operations, Basic knowledge of camera patrolling techniques and administration systems for security, Knowledge of operating surveillance cameras and alarms Good interpersonal relations, good communication skills, computer literacy, a valid driver’s license, Must be able to work shifts, National Key Point certificate will be an added advantage Knowledge: Knowledge and understanding of basic security services policies, procedures and practices as well as applicable legislation including, but not limited to the National Key Points (NKP) Act and regulations, Occupational Health and Safety Act, 1993 (Act 85/1993), Control of Access to Public Premises and Vehicles Act, 1985 (Act 53/1985), Criminal Procedures Act, 1977 (Act 51/1977), Private Security Regulatory Authority Act, 2001 (Act 56/2001) and Firearms Control Act, 2000 (Act 60/2000).

DUTIES : Operate surveillance cameras and alarms, Record/log all incidents and events manually and electronically, Enter, update and retrieve information from a variety of computer systems’ automated files, including video and evidence records in order to respond to queries Enrollment and revoke access of employees and contractors on the access control system, Issuing and retrieval of access ID cards from employees and contractors, Issuing and retrieval of keys, Operate and handle emergency fire systems, Ensure administration of systems, records and equipment, Maintain personal integrity and confidentiality of all information obtained within the control room at all times, whether written verbal or by any other means.

ENQUIRIES : Mr. DD Mokoena Tel No: (012) 764 4000

POST 35/30 : SECURITY OFFICER REF NO: GPW 19/46 (X33 POSTS)

SALARY : R122 595 per annum (Level 03)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification and Grade 'C' PSIRA accredited certificate, Firearm proficiency/competency certificate in the handling of firearms, Minimum of 1-2 years’ experience in a security environment, Valid driver’s license, Be able to work rotational shifts system and to patrol around GPW premises, National Key Point certificate will be an added advantage Knowledge: Knowledge and understanding of basic security services policies, procedures and practices as well as applicable legislation including, but not limited to, the National Key Points (NKP) Act and regulations, Occupational Health and Safety Act, 1993 (Act 85/1993), Control of Access to Public Premises and Vehicles Act, 1985 (Act 53/1985), Criminal Procedures Act, 1977 (Act 51/1977), Private Security Regulatory Authority Act, 2001 (Act 56/2001) and Firearms Control Act, 2000 (Act 60/2000).

DUTIES : Perform effective access control and searching for all visitors and contractors in line with GPW security policies and procedures, Complete and update relevant security registers accurately, Operating and manning of x-ray machines and walk through metal detectors, Administer and handling of firearms for safekeeping and in compliance with relevant legislation and procedures, Ensure all equipment (laptops, computers, etc.) coming in and out of the building are declared and registered, Conduct building inspections and patrols daily as per schedule, Report all security breaches to supervisor and record in the occurrence book, Conduct escort duties and perform evacuations and emergency drills during emergencies, Key control by opening and locking of offices in line with organisational policies, Apprehend individuals committing crimes at the GPW premises at the officer’s discretion while awaiting the arrival of the South African Police Services (SAPS).

ENQUIRIES : Mr. DD Mokoena Tel No: (012) 764 4000