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: 25 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

OTHER POSTS

POST 36/75: ARTISAN (PRODUCTION) GRADE A (DIGITAL PRINTING) REF NO: (GPW19/47)

SALARY: R190 653 per annum

CENTRE: Pretoria

REQUIREMENTS: Grade 10 or equivalent certificate plus a completed apprenticeship in a printing trade, Good computer skills, Knowledge of digital printing and impositioning, Knowledge of commercial printing processes, Good communication skills, Quality conscious, Excellent reading skills, Grade 12 will be an added advantage.

DUTIES: Set, adjust, operate and maintain digitised printing equipment, Printing of documents according to standards and original specimen, Impositioning and submit documents to the printer, Ensure optimum quality standards, Reconcile production information on daily basis, Ordering of stock.

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

POST 36/76: ARTISAN (PRODUCTION) GRADE A (MECHANISED BINDING REF NO: GPW 19/48) (X3 POSTS)

SALARY: R190 653 per annum

CENTRE: Pretoria

REQUIREMENTS: Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in mechanized/craft binding, basic computer skills, Quality conscious, good knowledge of mechanized binding equipment/craft binding operations, Willingness to work shifts, Grade 12 will be an added advantage.
DUTIES: Responsible to adjust, run and maintain Mechanised binding and or packaging equipment/machines, Ensure optimum productivity and maintain high quality standards of binding, Reconcile documents daily, Responsible for basic operating and maintenance, Adherence to Occupational Health and Safety regulations and procedures.

ENQUIRIES: Mr T Khumalo Tel No: (012) 748-6329