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 December 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 42/37 : SPECIALIST SYSTEMS ADMINISTRATOR: UNIFIED COMMUNICATIONS (1ST LEVEL SUPPORT) REF NO: REF NO: GPW19/49
Re-Advertisement

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 42/38 : SENIOR ADMINISTRATIVE OFFICER (STRATEGIC SUPPORT) REF NO: GPW19/50
Re-Advertisement

SALARY : R316 791 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) qualification in Risk Management/Internal Audit/Public Administration/Business Administration, 2-3 years functional experience in administrative support/risk management/internal audit, Problem solving skills, Good computer literacy in MS Office software (Word, Excel and Outlook), Knowledge: Public Sector Risk Management Framework, COSO Framework, Knowledge of Business Continuity Management, King report on Corporate Governance, Public Finance Management Act, Treasury Regulations, Batho Pele Principles, Public Service Act Skills: Communication (written, verbal and presentation), Interpersonal, Computer Literacy, Time Management, Analytical, Planning and organizing, A valid code 08 driver’s license.

DUTIES : The successful candidate will perform the following duties Provisioning of support to Risk and Compliance Specialist in terms of conducting risk assessments, drafting risk mitigation strategies, monitoring and reporting progress on implementation of risk mitigation plans, coordination of risk management training/awareness workshops, providing secretariat support to the risk management committee and Operational Risk Management Committee (ORMC). Perform general administrative activities in support of the unit.

ENQUIRIES : Mr A Sibanyoni Tel No: (012) 748 – 6183