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 Mmbokane, Human Resources Tel No: (012) 748 6296
CLOSING DATE : 13 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 43/13 : ADMINISTRATION CLERK REF NO: GPW19/51
SALARY : R173 703 per annum (Level 05)
CENTRE : East London
REQUIREMENTS : Grade 12 or equivalent qualification (NQF Level 4) and 1-2 years’ administrative experience, Computer literacy (MS Office), Good communication skills (verbal and written), Problem-solving skills, Good interpersonal relations, Attention to detail.
DUTIES : Recording and capturing of orders, Generation of picking slips, delivery notes and order invoices, Liaising with customers, Prepare quotations, Maintain filing system, Photocopy and fax documents, Record minutes, memos, letters and other documents, Handle internal and external telephonic queries, Perform general clerical duties.
ENQUIRIES : Ms N Ntanta Tel No: (012) 748-6165

POST 43/14 : CLEANER REF NO: GPW19/52
SALARY : R102 534 annum (Level 02)
CENTRE : East London
REQUIREMENTS : Grade 10 or equivalent qualification (NQF Level 2) plus appropriate experience in cleaning environment, Good interpersonal skills, Knowledge on usage of cleaning material and equipment will be an added advantage.
DUTIES : Responsible for general cleaning duties such as: Cleaning the offices, kitchen, entrances, passages and restrooms, Washing the windows and curtains, Performing any task of routine nature as maybe directed by the supervisor.
ENQUIRIES

Ms N Ntanta Tel No: (012) 748-6165