ANNEXURE C

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

07 February 2020, 12:00 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

MANAGEMENT ECHELON

POST 03/06

DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: GPW2020/01

SALARY

R1 057 326 per annum (An all-inclusive remuneration package). The package includes a basic salary (70% of package), the State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of specific guidelines.

CENTRE

Pretoria

REQUIREMENTS

An appropriate degree or equivalent qualification (NQF level 7) in Supply Chain Management/Financial management or related field, 5-8 years’ proven experience in a supply chain management environment, 5 years’ experience at middle or senior management level, Sound knowledge of the Supply Chain Management framework, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and other relevant prescripts, Knowledge of Assets Management, Good understanding of good Corporate Governance Principles (King 1V), Computer literacy (MS Word, Excel, PowerPoint etc.), Ability to plan, co-ordinate, manage multiple projects, Excellent communication skills, People management, report writing and presentation skills.

DUTIES

Develop and direct the consolidated purchasing function to ensure that high-quality goods, services and strategic materials are obtained in the most cost-effective manner and delivered at the scheduled time, Manage tenders and contracts and
the development of tender specifications in line with the business requirements, Formulate and execute strategies for BBBEE development, utilising preferential procurement intervention, Achieve effective supplier management and purchasing results, Support and drive systems and process development and improvements, Manage the responsibility of procurement staff to ensure strategy implementation and that goals and objectives are accomplished, Provide for the smooth functioning of operational activities by way of a sufficient and uninterrupted flow of goods and services to the manufacturing leg of the GPW, Implement and manage an efficient, cost-effective and integrated Supply Chain Management system throughout the organization, Support SME engagement and development of sourcing and procurement strategies for a specific commodity area, Support the departmental objectives and expenditure budgets by ensuring alignment to the overall procurement approach and practices, Be responsible for tender management by reviewing tenders and making recommendations in line with procurement and user strategies, Quality management, Determine optimal inventory levels, People management.

ENQUIRIES: Mr TE Mamorare Tel. No: (012) 748-6223

POST 03/07: DIRECTOR: PRODUCTION MANAGEMENT (HIGH SECURITY PRINTING) REF NO: GPW2020/02

SALARY: R1 057 326 per annum (An all-inclusive remuneration package). The package includes a basic salary (70% of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of specific guidelines

CENTRE: Pretoria

REQUIREMENTS: A recognised degree (NQF level 7 or equivalent qualification) in an industry related field and/or business/commerce field, 7-10 years’ relevant experience in a manufacturing management environment of which 5 years must have been at middle/senior management level, Innovative problem-solving and analytical skills, Client orientation and focus, Computer proficiency, The ability to function in a team, Good written and verbal communication skill.

DUTIES: Provide strategic direction in coordinating and facilitating integrated planning and execution in a high-volume printing environment, Oversee the development and implementation of strategic and operational plans, Identify and timeously resolve problems and opportunities central to business success, Oversee and ensure products meet quality and related requirements, Meet all customer commitments through the production of timely, efficient and high-quality products and services, Maintain control measures to minimise waste and ensure optimum usage of production equipment, Implement and maintain systems and practices necessary for an effective, innovative, safe and continual improvement culture among staff, contractors and suppliers, Implement and maintain a high level of product security.

ENQUIRIES: Mr K Moodley Tel No: (012) 748-6306

OTHER POSTS

POST 03/08: ADMINISTRATION CLERK REF NO: GPW2020/03

SALARY: R173 703 per annum (Level 05)

CENTRE: Pretoria

REQUIREMENTS: Grade 12 or equivalent 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: The successful candidate will provide support functions in the Strategic Support Directorate, Make follow-ups on outstanding information pertaining annual performance plans, Record minutes, memos, letters and other documents, Maintain filing system, Coordinate meetings, sessions and workshops, Coordinate meetings request of the directorate, Perform general clerical duties.

ENQUIRIES: Mr O Kgari Tel No: (012) 748-6180
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<tr>
<th><strong>POST 03/09</strong></th>
<th><strong>ADMINISTRATION CLERK REF NO: GPW2020/04</strong></th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R173 703 per annum (Level 05)</td>
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<td><strong>CENTRE</strong></td>
<td>Pretoria</td>
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<td><strong>REQUIREMENTS</strong></td>
<td>Grade 12 or equivalent 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.</td>
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<td><strong>DUTIES</strong></td>
<td>Interact with clients over the counter, Ensure that clients are furnished with the correct publications or other information at all times, Marketing of GPW of products, Issuing of stock, Stock Control, Attending to general enquiries, Reprinting of Government Gazette’s, Creating of quotations, Perform general clerical duties.</td>
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<td><strong>ENQUIRIES</strong></td>
<td>Ms M Toka Tel No: (012) 748-6066</td>
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<tr>
<th><strong>POST 03/10</strong></th>
<th><strong>ACCOUNTING CLERK REF NO: GPW2020/05</strong></th>
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<td><strong>SALARY</strong></td>
<td>R173 703 per annum (Level 05)</td>
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<td><strong>CENTRE</strong></td>
<td>Pretoria</td>
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<td><strong>REQUIREMENTS</strong></td>
<td>Grade 12 or equivalent and 1-2 years' cashier/finance/accounting experience, Basic knowledge of PFMA and Treasury Regulations, Computer literacy (MS Office), Good communication skills (verbal and written), Problem-solving skills, Good interpersonal relations, Attention to detail.</td>
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<td><strong>DUTIES</strong></td>
<td>Receiving of daily cash, ensure that clients get correct change, Invoicing of cash sales, Do banking and filling of daily reports, Attend to general enquiries, Prepare daily reports, Manage daily sales transactions efficiently and accurately, Manage/monitor daily cash and deposits, Ensure adherence to internal financial control measures.</td>
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<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms M Toka Tel No: (012) 748-6066</td>
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