ANNEXURE E

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 March 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 into 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 POST

POST 07/08: WAREHOUSE SUPERVISOR (CENTRAL & MAINTENANCE STORES) REF NO: GPW20/06

SALARY: R257 508 per annum (Level 07)

CENTRE: Pretoria

REQUIREMENTS:
Grade 12 or equivalent qualification, 3-5 years applicable experience in stock management/warehouse administration, Computer literacy (MS Word/Excel), Good verbal communication as well as good interpersonal skills, Numeric skills, A NQF level 6 qualification in Logistics or Supply Chain Management and/or supervisory experience will be an added advantage.

DUTIES:
Supervise and manage consumables warehouse, Ensure correctness of goods received and timeously stock capturing, Ensure stock availability and accuracy, Ensure shelves are stacked and marked correctly, Conduct cycle counts, Respond to audit queries (internal and external) and ensure that recommendations are implemented, Ensure full compliance with rules and regulations applicable to warehouse, Stock replenishment, Ensure proper record management of documents, Ensure staff development, coaching, mentoring and performance appraisals, Adhere to Health and Safety Regulations.

ENQUIRIES: Ms. L Sithebe Tel No: (012) 748 6224

NOTE: In terms of employment equity target, priority will be given to Coloured/African Females and people with disabilities.