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

13 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 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 08/15

PRINTING WORK PLANER REF NO: GPW 20/08 (X3 POSTS)

SALARY

R316 791 per annum (Level 08)

CENTRE

Pretoria

REQUIREMENTS

Appropriate 3-year degree/diploma or equivalent qualification NQF Level 6 qualification in Costing/Estimation field / Operation Management, 2-3 years’ applicable experience of which 1 – 2 years’ must be in estimation OR a Senior Certificate (or equivalent qualification plus an Estimation Certificate (duration 2 -12 months) plus 5-7 years’ applicable experience in project or printing estimation, Basic financial management skills, Client orientated and customer focused, Planning organising and basic administrative skills, Computer literacy, Good interpersonal and communication skills, Attention to detail.

DUTIES

Calculate/estimate the costs of a product from receiving an order to design printing, finishing and distribution, Receive and record all requests for quotations, Check the accuracy and viability of the product specification, Prepare customer quotations, Send the quotations to customers, Provide customer service (internal and external customers), Assess the cost
effectiveness of products or services, tracking actual costs relative to product. Ensure quality control and reduction of wastage.

ENQUIRIES : Mr V Ngobeni Tel No: (012) 748-6390

POST 08/16 : WORK PLANNER (OUTSOURCED PRINTING) REF NO: GPW20/07

SALARY : R257 508 per annum (Level 07)
CENTER : Pretoria
REQUIREMENTS : A 3 year degree/diploma in Supply Chain Management/Financial Management or equivalent qualification (NQF Level 6) plus 1-2 years relevant experience in order administration and client liaison OR Grade 12 or equivalent qualification plus 4-5 years relevant experience in order administration and client liaison, Good communication and customer relation skills, Good Computer literacy skills, Knowledge of printing or related processes will be an added advantage.

DUTIES : The successful candidate will be responsible for processing of outsourcing print work to external vendors, Liaise with customers regarding printing specifications and artwork, Preparing "Request for Quotations" from either contracted printers or from a list of vendors on the supplier database, Correctly process customer purchase order in accordance with standing instructions, Prepare order submissions for approval, Follow-up on the progress of outsourced orders.

ENQUIRIES : Ms N Ebrahim Tel No: (012) 748-6258

POST 08/17 : SWITCHBOARD OPERATOR/RECEPTIONIST REF NO: GPW20/09

SALARY : R145 281 per annum (Level 04)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 or equivalent, Plus 1 year front desk or related experience, Knowledge of administrative and clerical procedures, Familiar with switchboard system/s, Computer literacy and relevant office software packages, Excellent verbal communication skills, Knowledge of customer service principles and practices, Attention to detail, Sound telephone etiquette.

DUTIES : Attend to visitors and clients & answer their queries, Operate the switchboard by answering incoming calls and ensuring that customers are referred promptly and correctly, Take messages and administer the correct distribution thereof, Effectively maintain telephone register, Organise and maintain electronic and paper files, Receive, sort and distribute incoming correspondence, Provide information to assist clients or refer them to appropriate contacts, Ensure that reception area is clean and presentable to visitors.

ENQUIRIES : Ms. Q Masilela Tel No: (012) 748 6202

POST 08/18 : CLEANER REF NO: GPW20/10

SALARY : R102 534 per annum (Level 02)
CENTRE : Mmabatho Stationery Office
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 offices, kitchens, entrances, passages and restrooms, Washing the windows, Performing any task of routine nature as maybe directed by the supervisor.

ENQUIRIES : Mr P Pholose, Tel No: (018) 381-1296