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.

MANAGEMENT ECHELON

POST 18/02 : GENERAL MANAGER: OPERATIONS AND PRODUCTION REF NO: GPW20/15

Re-Advertisement, Candidates Who Previously Applied and Are Still Interested Are Required To Apply

SALARY : R1 521 591 per annum, (Level 15) (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Operations Management/Industrial Engineering/Business Management or equivalent qualification and a post graduate qualification (NQF level 8) or equivalent as recognised by SAQA, 6 to 10 years’ extensive experience in the management of operations and production functions, 8 to 10 years’ extensive experience at a senior management level, In–depth knowledge of printing / manufacturing / business operational processes and relevant legislation and policies. Key Competencies: Strategic capability and leadership, including strategic planning and management, Performance optimisation innovation, Client orientation and customer focus, People management and empowerment, Programme and project management, Knowledge and information management, Problem solving and analysis, Policy analysis and development, Dealing with pressure and setbacks.

DUTIES : Key Performance Areas: The successful candidate will be responsible for supporting the Chief Executive Officer (Accounting Officer), Provide strategic direction and ensure the strategic positioning of the Branch Operations and Production. Ensure execution of core functions: Research and Development, management of security and non-security printing, production planning management and equipment maintenance); Ensure innovation and implementation on performance optimisation within the unit, Ensure management of the manufacturing of all goods produced by the organisation, Ensure client order fulfilment through effective order tracking and customer feedback, Ensure compilation and achievement of operational budget with the corporate strategy, relevant policy and regulations, Ensure effective monitoring and reviewing production cost and efficiency levels within the different production lines, Establish and maintain appropriate systems and policies to ensure effective and efficient management of resources, Ensure effective people management including the development and implementation of a skills development standard compliance pertaining to printing policies, legislations and regulations.

ENQUIRIES : Mr JJ Rossouw Tel No: (012) 748-6265

APPLICATIONS : Please forward your application, quoting the relevant reference number, and email to recruitment@gpw.gov.za or alternatively in exceptional circumstances forward to The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001

FOR ATTENTION : Mr JJ Rossouw Tel No: (012) 748-6265

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. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. 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. Note: Women and Persons with Disabilities are encouraged to apply. Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to quoting the reference number in the heading. Avoid posting or hand delivering. Disclaimer: The Successful Applicant Will Not Be Appointed before Completion of the Pre-Entry Certificate for SMS as Prescribed by the DPSA.

CLOSING DATE : 7 August 2020, 12 Noon.

POST 18/03 : GENERAL MANAGER: FINANCIAL SERVICES REF NO: GPW 20/16
Re-Advertisement, Candidates Who Previously Applied and Are Still Interested Are Required To Apply)

SALARY : R1 521 591 per annum, (Level 15) (An all-inclusive salary package) structured as follows:
Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Pretoria
REQUIREMENTS : A relevant Bachelor Degree (NQF level 7) qualification as well as a postgraduate qualification (NQF level 8) in Finance or related areas with extensive relevant experience in financial management and supply chain management, Eight (8) - ten (10) years’ experience at a senior management level of which at least (5) – five years should be in a financial environment, Proven experience of implementing internal systems, budgeting and controls for sound financial management, Excellent knowledge and understanding of the PFMA and Treasury Regulations, In-depth knowledge of Commercial/Manufacturing Financial Systems, GAAP, IFRS, Understanding of Good Corporate Governance principles (King III), Knowledge of Protection of Information Act and BBEE Act, Knowledge and understanding of Supply Chain Management, Strong financial background. Key Competencies: Strategic capability and leadership, including strategic planning and management, Performance optimisation innovation, Client orientation and customer focus, People management and empowerment, Programme and project management, Knowledge and information management, Problem solving and analysis, Policy analysis and development, Dealing with pressure and setbacks.

DUTIES : Key Performance Areas: The successful candidate will be responsible for supporting the Chief Executive Officer (Accounting Officer) and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations, It will be expected of the incumbent to manage the financial- and supply chain management functions of the Government Component and to ensure sound financial management in the Government Component, Establish and maintain appropriate systems (analytical tools, information systems and costing models) and policies to ensure effective and efficient management of resources. Ensure an appropriate supply chain management system which is fair, equitable, transparent, competitive and cost effective; Ensure the effective, efficient, economical and transparent use of the resources of the Government Component; Take effective and appropriate steps to collect money for services rendered, prevent unauthorised, irregular and fruitless and wasteful expenditure; Ensure proper management of movable and immovable assets and the liabilities of the Government Component, Ensure proper stock management of manufacturing raw-products and finished goods, Ensure innovation and implementation on performance optimisation within the branch, Ensure effective people management including the development and implementation of a skills development standard compliance pertaining to financial policies, legislations and regulations.

ENQUIRIES : Mr JJ Rossouw Tel No: (012) 748- 6265
APPLICATIONS : Please forward your application, quoting the relevant reference number, and email to recruitment@gpw.gov.za or alternatively in exceptional circumstances forward to The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001

FOR ATTENTION : Mr JJ Rossouw Tel No: (012) 748- 6265
**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. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. 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. Note: Women and Persons with Disabilities are encouraged to apply. Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to quoting the reference number in the heading. Avoid posting or hand delivering. Disclaimer: The Successful Applicant Will Not Be Appointed before Completion of the Pre-Entry Certificate for SMS as Prescribed by the DPSA.

**CLOSING DATE** : 7 August 2020, 12 Noon.

**POST 18/04** : CLEANER SUPERVISOR REF NO: GPW20/13

**SALARY** : R145 281 per annum (Level 4)

**CENTRE** : Pretoria based offices: Bosman (X 1 Post) and Visage Street (X 1 Post)

**REQUIREMENTS** : Grade 10 or equivalent qualification (NQF Level 2) plus 2 years appropriate experience in cleaning environment Good interpersonal skills.

**DUTIES** : Oversee cleaning services of offices, corridors, kitchens and restrooms Managing and ensuring the maintenance of cleaning materials and equipments Make a requisition and issue cleaning materials Perform administrative and related function Provide guidance to cleaners Develop and update the cleaning roster.

**ENQUIRIES** : Mr E Chibasa Tel No: (012) 748-6165

**APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001 OR cleanersrecruit@gpw.gov.za

**FOR ATTENTION** : Ms M Mbokane, Human Resources, Tel No: (012) 748 6296.

**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.

**CLOSING DATE**: 07 August 2020, 12:00 noon.

**POST 18/05**: CLEANER REF NO: GPW20/14

**SALARY**: R102 534 per annum (Level 2)

**CENTRE**: Pretoria based offices: Bosman and Visage Street (X 18 posts) Stationey Store: Zandfontein (X 2 posts)

**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 windows Performing any task of routine nature as maybe directed by the supervisor roster.

**ENQUIRIES**: Mr E Chibasa Tel No: (012) 748-6165

**APPLICATIONS**: All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001 OR cleanersrecruit@gpw.gov.za

**FOR ATTENTION**: Ms M Mbokane, Human Resources, Tel No: (012) 748 6296.

**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.

**CLOSING DATE**: 07 August 2020, 12:00 noon.