

**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** : Mr SM Gama, Human Resources, Tel No: (012) 748 6299
- CLOSING DATE** : 05 July 2021 12:00 noon
- NOTE** : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za/vacancies), the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed, and clear indication of the reference number on the Z83 A recent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 certification must be not older than six (6) months from the date of the advert. 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>. Successful 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 22/04** : **DIRECTOR: LEGAL SERVICES REF NO: GPW21/17**
- SALARY** : R1 057 326 per annum (level 13). (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.
- CENTER** : Pretoria
- REQUIREMENTS** : National Senior Certificate, Bachelor's (NQF 7) as recognized by SAQA in LLB. 5 years' experience in Middle Management level in the legal environment. Admission as an Attorney or Advocate will be an added advantage. Knowledge of the South African legal system, legal practices and related spheres. Valid driver's license. SMS pre-entry certificate as offered by the National School of Government (NSG). Competency in contract and litigation processes and on drafting of legislation. Thorough knowledge of Constitutional, Administrative and Labour Law, Public

**DUTIES**

Service Laws, Regulations and Policies. Knowledge of PFMA. Leadership, team member, analytical, interpretation and implementation skills. Computer literacy. The ability to work under pressure and willingness to work long hours.

The incumbent will manage the Directorate: Legal Services and as such will be responsible for the following: Providing legal advice or legal opinions to the organisation. Executing instructions regarding legal matters. Drafting or amending legislation or regulations. Drafting and vetting of contracts; Drafting of Memorandum of Understanding and Service Level Agreement. Manage legal liabilities and investigation of losses. Conducting, coordinating and monitoring progress in respect of all matters pertaining to general litigation. Liaising with the State Attorneys and State Law Advisors on appropriate legal matters. Advising on Labour Relations matters. Advising on claims and any litigation matters against the organization. Ensuring legal compliance with relevant prescripts (PAJA). Taking overall control and supervision of staff members within the Directorate. Managing the Directorate's budget and other resources.

**ENQUIRIES**

Mr JJ Rossouw, Tel No: (012)748 6265

**OTHER POSTS**

**POST 22/05**

**SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: GPW21/18**

**SALARY**

R473 820 – R1 140 828 per annum (Salary to be determined in accordance with experience as per OSD salary determination)

**CENTRE**

Pretoria

**REQUIREMENTS**

National Senior Certificate, Bachelor's (NQF 7) as recognized by SAQA in LLB degree coupled with at least 8 years proven post qualification legal experience. Valid driver's license. Basic understanding of legislation applicable to the Public Service including thorough knowledge of National Treasury prescripts, LRA, PSA and regulations. Ability to draft comprehensive and well researched legal opinions. Ability to draft, review legal/investigative memoranda, Standard Operating Procedures and policies. Good interpersonal as well as good verbal and written communication skills are essential. This post calls for an independent thinker who does not have to work with supervision all the time. An admission as attorney or para-legal training/experience will serve as an added advantage.

**DUTIES**

Render Legal Advisory Services. Provide legal advice and guidance to Department, Drafting and vetting of contracts, Memorandum of Understanding and Service Level Agreement. Provide well researched legal opinions and advice in complex matters relating to operations of the Department. Maintain the contingent liability register for the organisation. Manage the resolution of legal disputes and liaising with outside appointed legal professionals. Compile instructions to external consultants, State Attorneys and manage the progress until finalization. Provide legal intervention in the event of breaches of contract or legal disputes including contract cancellation, Ensure compliance with legislations, regulations, policies and frameworks, and undertake legal research to provide sound legal services to the department. Keep stakeholders up to date with progress of cases in court, Legal drafting, and drafting of contracts, Service Legal Agreement and Memorandum of Understanding.

**ENQUIRIES**

Mr JJ Rossouw, Tel No: (012) 748 6265

**POST 22/06**

**SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: GPW21/19**

**SALARY**

R473 820 – R1 140 828 per annum (Salary to be determined in accordance with experience as per OSD salary determination)

**CENTRE**

Pretoria

**REQUIREMENTS**

National Senior Certificate, Bachelor's (NQF 7) as recognized by SAQA in LLB degree coupled with at least 8 years appropriate and proven post obtaining of the legal qualification experience. Valid driver's license. A thorough knowledge of Administrative Law, Criminal Law, Criminal Procedure, Law of Evidence, investigative system and procedures are essential for consideration for appointment. Ability to draft legal/investigative memoranda, Standard Operating Procedures and policies, Good interpersonal as well as good verbal and written communication skills are essential. This post calls for an independent thinker who

<b><u>DUTIES</u></b>	:	does not have to work with supervision all the time. An admission as attorney or para-legal training/experience will serve as an added advantage.
	:	Render Legal Advisory Services. Provide legal advice and guidance to Department, Render labour litigation advisory services, and represent the department in labour court litigations. Provide legally sound written opinions, Ensure compliance with legislations, regulations, policies and frameworks, facilitate the appointment of specialist legal representation to manage the prosecution of high level and sensitive cases, representing the department in Civil and Labour Litigation, and undertake legal research to provide sound legal services. Keep stakeholders up to date with progress of cases.
<b><u>ENQUIRIES</u></b>	:	Mr JJ Rossouw, Tel No: (012) 748 6265.
<b><u>POST 22/07</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER (MR1-5) REF NO: GPW21/20</u></b>
<b><u>SALARY</u></b>	:	R198 411 – R912 504 per annum, based on the number of years' post qualification experience in accordance with the OSD for legal personnel.
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's (NQF 7) as recognized by SAQA in LLB degree. Valid driver's license. Experience preferably in commercial litigation, property law/conveyancing and contract drafting matters. Ability to provide written and verbal legal opinions. Legal research and legal drafting skills. Ability to interpret legislation. Creative legal thinking and problem solving skills. Good verbal and written communication skills as well as presentation skills. Ability to work independently and function as member of a team when required. Good client relation skills. Computer literacy and a valid driver's license. Admission as an Attorney or an Advocate will serve as an added advantage.
<b><u>DUTIES</u></b>	:	Conduct relevant research and provide written and verbal legal opinions. Scrutinise and provide input in respect of documents with legal implications, including corporate policies. Interpret and edit a wide variety of legal documents such as contracts and guarantees in order to protect the interests of the Department. Drafting and vetting of contracts, Memorandum of Understanding and Service Level Agreement. Maintain the contingent liability register for the organisation. Providing litigation advisory services for the Department. Provide accurate and well-researched legal opinions and advice. Advising and dealing with general public service and policy issues, ensuring compliance with legislation and keeping abreast of legal developments and conducting research on the law. Refer matters to and liaise with State Law Advisers and State Attorney. Perform any other legal duties as may be assigned by the Senior Manager or the delegated official.
<b><u>ENQUIRIES</u></b>	:	Mr JJ Rossouw, Tel No: (012) 748 6265
<b><u>POST 22/08</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER REF NO: GPW21/21</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum (Level 8)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a Bachelor's Degree/National Diploma or equivalent qualification (NQF 6) with at least 3 years' experience in administrative support. Computer Literacy. Good interpersonal relations. Excellent communication and organising skills. Ability to work with confidential information. Multi-task and work independently.
<b><u>DUTIES</u></b>	:	Execute a variety of administrative tasks in order to render administrative support to the Directorate: Legal Services, i.e. draft memoranda and submissions. Respond to incoming calls efficiently and effectively. Attend to queries and customer complaint promptly. Provide records management and filing services. Ensure the effective flow of information to and from the office. Receive and register incoming correspondence. File and safe keep documents in line with the file plan and other relevant regulations and practice. Register and distribute outgoing correspondence. Maintain the confidentiality of documents. Receive clients and visitors.
<b><u>ENQUIRIES</u></b>	:	Mr JJ Rossouw, Tel No: (012) 748 6265

**POST 22/09** : **ADMINISTRATION CLERK (DEMAND PLANNING) REF NO: GPW21/22**

**SALARY** : R173 703 per annum (Level 5)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Senior Certificate or equivalent qualification, Computer literacy with good knowledge of MS Office (Outlook and Excel), Good communication skills (verbal and written), Problem-solving skills, Good interpersonal relations, Attention to detail.

**DUTIES** : Creation of planned orders, Forecasting of stock, Compiling submission of reprints and liaison with the clients, Communication with internal warehouses, Following-up on outstanding orders/reprints, providing weekly progress status reports, Maintain the filing system and record management, Attend to general enquiries and administrative duties.

**ENQUIRIES** : Ms K Pillay Tel No: (012) 748 6333

**POST 22/10** : **ACCOUNTING CLERK REF NO: GPW21/23**

**SALARY** : R173 703 per annum (Level 5)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Senior Certificate or equivalent qualification, Understanding of the Public Finance Management Act and Treasury Regulations, Computer literacy with good knowledge of MS Office (Outlook and Excel), Good communication skills, Problem-solving skills, Good interpersonal relations, Attention to detail.

**DUTIES** : Receiving, recording and validating incoming invoices, Capturing of invoices for payment on the financial system, Reconciliation of suppliers accounts monthly, Follow up on overdue and long outstanding invoices, Filing all invoices paid and reconciliation statements, Verifying bank details of new suppliers on safetyweb, Sending foreign suppliers invoices to National Treasury.

**ENQUIRIES** : Mr. J Mulaudzi, Tel No: (012) 748-6246