

**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 N Kana ,Human Resources, Tel No: (012) 748 6279.
- CLOSING DATE** : 12 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the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed, and clear indication of the reference number on the Z 83 A recent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.
- Erratum:** Kindly note the posts of Director: Legal Services with Ref No. GPW21/17, Senior Legal Administration Officer (MR-6) Ref No: GPW21/18, Senior Legal Administration Officer (MR-6) Ref No: GPW21/19 and Legal Administration Officer (MR1-5) Ref No: GPW21/20 that were advertised on PSVC 22 dated 18 June 2021 with a closing date of 05 July 12:00 noon. The closing date has been extended to 12 July 12:00 noon.

**OTHER POSTS**

- POST 23/06** : **ACCOUNTING CLERK GPW21/24 (X2 POSTS)**
- SALARY** : R173 703 per annum (Level 5)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate or equivalent qualification with Accounting as a subject, Basic knowledge of Financial functions. Computer literacy, Basic knowledge and insight of the Public Service financial legislators, procedures and Treasury regulations (PFMA), Knowledge management, Problem solving and analytical skills, Client orientation and customer focus, Good communication skill, Accountability and ethical conduct, Must be able to work under pressure.
- DUTIES** : Perform debtor's administrative functions, Ensure that all invoices for jobs done are processed on correct accounts with correct details and are distributed to customers with supporting documents, Prepare documentation relevant to the processing of credit notes and process submissions for approval as per delegations, Prepare customer

statements on a monthly basis, Prepare accruals at Financial Year End, Maintain proper filing and recordkeeping of documents.

**ENQUIRIES** : Ms. B Nogemane Tel No: (012) 748 6236

**POST 23/07** : **WAREHOUSE CLERK (GPW21/25)**

**SALARY** : R173 703 per annum (Level 5)

**CENTRE** : Pretoria

**REQUIREMENTS** : National Senior Certificate or equivalent qualification, Good computer literacy (Outlook and Excel), Numerical proficiency, Good communication skills (verbal and written), Problem-solving skills, Good interpersonal relations, Attention to detail, Experience in a warehouse environment will be an added advantage.

**DUTIES** : Verify and dispatch stock, Issue and pick stock, ensure maintenance and control of stock, Capture transactions on stock system, Handle internal and external telephonic queries, Ensure proper record keeping and administration of records.

**ENQUIRIES** : Mr V Manganye, Tel No: (012) 748 6131