

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 or Ms D Kgosana, Human Resources Tel No: 012 748 6279 / 012 748 6277.
- CLOSING DATE** : 27 September 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form can be downloaded at www.dpsa.gov.za/vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed, and clear indication of the reference number on the Z 83.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, Copies of qualifications, ID and a valid driver's license (where required), must be attached. Such copies need not to be certified when applying for a post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). 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, which might be virtual at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise, which might be virtual that intends to test relevant technical elements of the jobs; by the Government Printing Works, Personnel suitability checks will also be administered as a part of the selection process. 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.

OTHER POSTS

- POST 32/29** : **ARTISAN (PRODUCTION) (MECHANISED BINDING) REF NO: GPW21/34 (X2 POSTS)**
- SALARY** : R190 653 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in mechanised / craft binding. Basic computer skills, Quality conscious, good knowledge of mechanised binding equipment / craft binding operations. Willingness to work shifts. Grade 12 will be an added advantage.
- DUTIES** : Responsible to adjust, run and maintain mechanised binding and or packing equipment / machines. Ensure optimum productivity and maintain high quality standards of binding. Reconcile documents daily. Responsible for basic operating and maintenance. Adherence to Occupational Health and Safety regulations and procedures.
- ENQUIRIES** : Mr. TH Khumalo Tel No: (012) 748 6329
- NOTE** : Recommended candidates will be expected to work shifts.
- POST 32/30** : **ARTISAN (PRODUCTION) (DIGITAL PRINTING) REF NO: GPW21/35 (X3 POSTS)**
- SALARY** : R190 653 per annum
- CENTRE** : Pretoria

- REQUIREMENTS** : Grade 10 or equivalent certificate plus a completed apprenticeship in a printing trade. Good computer skills. Knowledge of digital printing and impositioning. Knowledge of commercial printing processes. Good communication skills. Quality conscious. Willingness to work shifts. Grade 12 will be an added advantage.
- DUTIES** : Set, adjust, operate and maintain digitised printing equipment. Printing of documents according to standards and original specimen. Impositioning and submit documents to the printer. Ensure optimum quality standards. Reconcile production information on daily basis. Ordering of stock.
- ENQUIRIES** : Ms. H Masilo Tel No: (012) 748 6345
- NOTE** : Recommended candidates will be expected to work shifts.
- POST 32/31** : **ADMINISTRATION CLERK REF NO: GPW21/36**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate or equivalent qualification. Knowledge management, problem solving and analytical skills. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Must be able to work under pressure.
- DUTIES** : Preparing invoices from suppliers for payment. Engaging with suppliers on queries or any other matter for clarification. Updating Job Cards. Engaging with clients for purchase orders. Preparing goods receive vouchers. Liaise with Stationary Stores for delivery notes and goods receive vouchers. Keep record of all invoices processed within the sub-directorate and record keeping / filing of other documents. Provide general administrative assistance to the sub-directorate
- ENQUIRIES** : Ms. N Ebrahim Tel No: (012) 748 6258 / Mr. I Makoala Tel No: (012) 748 6216
- POST 32/32** : **WAREHOUSE CLERK (SUPPLY CHAIN MANAGEMENT) REF NO: GPW21/37**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate or equivalent qualification. Good computer literacy. Numerical proficiency. Good communication skills. Problem solving skills. Good interpersonal skills. Attention to detail.
- DUTIES** : Verify and dispatch stock. Issue and pick stock. Ensure safe keeping and control stock. Capture transactions on stock systems. Handle internal and external telephonic queries. Ensure proper record keeping and administration of records.
- ENQUIRIES** : Mr. T Magagula Tel No: (012) 748 9351
- POST 32/33** : **ADMINISTRATION CLERK (ORINATION) REF NO: GPW21/38**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate or equivalent qualification. Knowledge management, problem solving and analytical skills. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Must be able to work under pressure.
- DUTIES** : Administer time sheets. Check record job tickets as they enter and leave department. Order raw materials, stationery and office supplies. Administer material on the computerized stock system. Check recording of clock and overtime lists on a weekly basis. Administer time and attendance and overtime. Scan and manage correspondence, documentation, supporting registers and filing. Take notes, keep minutes and do typing as and when required. Maintain good housekeeping and an effective workplace.
- ENQUIRIES** : Ms. H Masilo Tel No: (012) 748 6345