

ANNEXRE

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 6271

CLOSING DATE: 31 October 2016

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 recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Government Printing Works. Successful candidates maybe be subjected to competency assessment 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: The Government Printing Works reserves the right to fill or not fill the above-mentioned posts.

OTHER POSTS

POST: OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: GPW16/34

Branch: Human Resources

SALARY: R311 784 per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS: A NQF level 6 qualification in Safety Management or related field plus 3-5 years' experience in an occupational health and safety environment, Knowledge of and working experience in Occupational Health and Safety environment, Risk control experience ideally gained in a manufacturing environment, Computer literacy, Excellent communication skills (verbal and Written), Good interpersonal skills, Ability to work under pressure and display high assertiveness levels, Attention to detail, A valid driver's licence is essential, Registered Occupational Safety Professional.

DUTIES: Develop and implement health & safety policies, systems of work and procedures, Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated, Ensure GPW meets its statutory obligations in all areas pertaining to health and safety in the work place, including statutory training and reporting, Incident reporting, investigation assistance and facilitation of corrective actions, Driving the safety programme to reduce number of incidents, Reporting on and proactively managing risk on site, conducting safety and risk audits, Ensuring adequate safety induction and risk related training, Keep up to date with all aspects of health and safety regulation and communicate relevant changes to the business.

ENQUIRES: Ms L Maswanganyi, Tel: 012-748 6266

POST: ACCOUNTING CLERK REF NO: GPW 16/35

SALARY: Salary: R171 069 per annum (Salary Level 6)

CENTRE: Pretoria

REQUIREMENTS: A Grade 12 certificate or equivalent plus 2-3 years' Account Payable experience, experience in a ERP system, 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, A Tertiary qualification within Financial Management will be an added advantage.

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. (012) 748-6246

POST: Shift Leader: Security REF NO: GPW16/36

SALARY: R211 194 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: Grade 12 or equivalent qualification plus 3-5 years' appropriate experience, Grade 'B' PSIRA accredited certificate, Ability to supervise and give on the job training to subordinates, Good experience in control room, monitoring and operations, Good interpersonal relations, Customer focus, Good Communication skills

(verbal and written), Computer Literacy, Must be in possession of a valid Code 8 drivers licence, Be prepared to work shifts advantage. KNOWLEDGE OF: National Key Points Act, 1980 (Act 102 of 1980); , Control of Access to Public Premises and Vehicles Act, 1985 (Act 53 of 1985), Occupational Health and Safety Act, 1993 (Act 85 of 1993), Criminal Procedures Act, 1977 (Act 51 of 1977), Firearms Control Act, 2000 (Act 60 of 2000), MISS (Minimum Information Security Standards) and MPSS (Minimum Physical Security Standards).

DUTIES: The successful candidate will be responsible for, Supervision of Security Officers (in-house and outsourced), Implement and manage duty roster, Escort visitors and implement security procedural measures, Monitor the extent of adherence/compliance with security procedural measures, Evaluate and improve the effectiveness of such procedural security measures, Report any security breaches to the supervisor, Investigate and identify health, safety and security risks identified during his/her shift and report them to the supervisor, Ensure that fire equipment is in good working condition, Perform security surveillance and monitoring duties at the control room during his/her shift, Enforce access and exit control measures at all GPW premises, Ensure security registers are properly kept, Enforce key control procedures.

ENQUIRIES: Mr RA. Ramathuthu Tel: 012-748 6371

POST: Security Officer 2 Posts REF NO: GPW16/37

SALARY: R142 461 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: Grade 12 or equivalent qualification and Grade 'C' PSIRA accredited certificate, 1-2 years' proven experience within security industry, Be prepared to work rotational shifts system and to rotate around GPW premises, Experience in control room monitoring and operations will be an added advantage.

KNOWLEDGE: Occupational Health and Safety Act, 1993 (Act 85/1993), Control of Access to Public Premises and Vehicles Act, 1985 (Act 53/1985), Criminal Procedures Act, 1977 (Act 51/1977), Private Security Regulatory Authority Act, 2001 (Act 56/2001) and Firearms Control Act, 2000 (Act 60/2000).

DUTIES: Perform control room duties including monitoring of CCTV and key control through registers, Control of access in and out of the buildings occupied by the Government Printing Works, Ensure all visitors and contractors complete access control registers, Confirm all visits telephonically, Scanning of all incoming and outgoing luggages/packages, Ensure that firearms are kept in the firearm safe and locked, Ensure all equipment (laptops, computers, cartridges, etc.) coming in and out of the building are registered, Conduct building inspections and patrols daily as per schedule, Report all security breaches to supervisors and record on the occurrence book, Conduct escort duties (escort of visitors, VIP's and contractors).

ENQUIRES: Mr. RA Ramathuthu, Tel: 012-748 6371