

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 6296
- CLOSING DATE** : 11 December 2020, 12 Noon
- 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. Certified copies of qualifications, ID and a valid driver's license (where required), must be attached (not older than six months). 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 of the closing date, please consider your application unsuccessful.

OTHER POSTS

- POST 27/03** : **REGIONAL MANAGER: LIMPOPO STATIONERY WAREHOUSE REF NO: GPW 20/24**
- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Limpopo
- REQUIREMENTS** : An appropriate 3 year degree/national diploma or equivalent qualification (NQF 6 or equivalent), 5-7 years' experience in warehouse and distribution management, 2-3 years' proven supervisory experience, Good computer literacy in MS Office (Word, Excel and Outlook), Good interpersonal skills.
- DUTIES** : Manage all activities within the GPW Limpopo regional stationery warehouse by ensuring effective inventory control, sound administration, proper financial management, financial analysis, budgeting and accountability, Establish effective security, stock control and optimum storage conditions, Oversee the inward, outward and reverse logistics, Monitor stock levels in storage and stock rotations that take into account production periods , Ensure all goods are stored securely and safely, Ensure accurate capturing of warehouse transactions on the financial systems, timeous invoicing and adequate record management , Provide management with weekly/monthly reports, Ensure compliance with relevant legal and statutory requirements, e.g. health and safety, Ensure staff development, coaching, mentoring and performance appraisals.
- ENQUIRIES** : Ms H Ellimdin Tel No: (012) 748-6379

POST 27/04 : **ARTISAN FOREMAN GRADE A (CARD PERSONALISATION EQUIPMENT)**
REF NO: GPW 20/25

SALARY : R304 263 per annum
CENTRE : Pretoria

REQUIREMENTS : Grade 10 or equivalent qualification plus an appropriate completed apprenticeship and trade test certificate with 5 years' post-qualification applicable experience, Sound knowledge of personalisation processes and equipment, Computer Literacy (MS Office), Good communication skills, Problem-solving skills, Good interpersonal relations, The ability to transfer skills, Quantity conscious, Planning and organizing skills, Willingness to work shifts, Grade 12 will be an added advantage.

DUTIES : Responsible to set, adjust, and maintain card personalisation and mailing equipment, Ensure optimum productivity and maintain high quality standards of card personalisation, Supervise Artisans and Printers Assistants, Ensure quality assurance, Responsible for basic operating and maintenance, Responsible for training of apprentices and artisans, Adherence to Occupational Health and Safety regulations and procedures.

ENQUIRIES : Ms D Seleme Tel No: (012) 748-6113

POST 27/05 : **ARTISAN (PRODUCTION) GRADE A (MECHANISED BINDING) REF NO:**
GPW 20/26 (X4 POSTS)

SALARY : R190 653 per annum
CENTRE : Pretoria

REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in mechanized/craft binding, Basic computer skills, Quality conscious, Good knowledge of mechanized 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 packaging 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 T Khumalo Tel No: (012) 748-6329

POST 27/06 : **ACCOUNTING CLERK (PAYROLL) REF NO: GPW20/27**

SALARY : R173 703 per annum (Level 05)
CENTRE : Pretoria

REQUIREMENTS : A Grade 12 or equivalent qualification with Accounting as a passed 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 : Process advices received (capture allowances and deductions on Persal). Collect, distribute and monitor payroll reports, Administer departmental debt, Capture all financial transactions, Check and capture S&T claims, Reconciliation of payroll, Maintain proper filing and recordkeeping of documents.

ENQUIRIES : Mr Samuel Manthata Tel No: (012) 748 6365

POST 27/07 : **ACCOUNTING CLERK (GENERAL LEDGER) REF NO: GPW20/28**

SALARY : R173 703 per annum (Level 05)
CENTRE : Pretoria

REQUIREMENTS : A Grade 12 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 : Compile and capture general ledger journals to clear suspense accounts, Reconciliation of general ledger accounts, Perform payroll journals and its reconciliations, Petty cash administration and reconciliation of petty cash accounts, Administrate and process subsistence and travel claims, Verify and

- capture sundry payments and reconciliation of vendor accounts, Cashier duties to relieve current cashiers, Maintain proper filing and recordkeeping of documents, Assist with year-end closure and audit procedures.
- ENQUIRIES** : Ms H Curlewis Tel No: (012) 748 6244
- POST 27/08** : **ACCOUNTING CLERK (DEBT ADMINISTRATION) REF NO: GPW20/29**
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 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 27/09** : **ADMINISTRATION CLERK REF NO: GPW20/30**
- SALARY** : R173 703 per annum (Level 05)
CENTRE : East London
REQUIREMENTS : A Grade 12 or equivalent qualification, Computer literacy is essential. (Sound knowledge of MS office (Ms Word, Ms Excel, Power point and Internet Explorer & provide proof thereof). Good verbal and written communication skills, Ability to work under pressure. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics, Knowledge and understanding of the legislative framework governing the public service, Knowledge of working procedures in terms of the working environment, Basic knowledge of problem solving and analysis, Knowledge of handling telephone calls including handling reception and manage incoming and outgoing mail.
- DUTIES** : Recording and capturing of orders, Generation of picking slips, delivery notes and order invoices, Liaising with customers, prepare quotations, Maintain filing system, Photocopy and fax documents, Record minutes, memos, letters and other documents, Handle internal and external telephonic queries, Perform general clerical duties.
- ENQUIRIES** : Ms N Ntanta Tel No: (012) 748-6165

INTERNSHIP PROGRAMME
(The Internship Programme will run for a period of 24 months.)

- 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 6296
CLOSING DATE : 11 December 2020, 12 Noon
NOTE : Government Printing Works invites applications for Graduate Internship opportunities that currently exist in our Department. Unemployed South African youth who have never participated in any Public Service Internship programme in any government department are invited to apply. Successful interns will be appointed for a period of 24 commencing on 01 April 2021 – 30 March 2023. Graduate Interns will receive a monthly stipend currently at R6 000 per month. The Government Printing Works is under no obligation to employ the intern on completion of the programmes. All 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 field and reference number that is being applied for must be indicated on your Z.83. CVs without a Z.83 form will not be accepted. The application form must be accompanied by recently updated comprehensive Curriculum Vitae together with certified copies of qualifications from SAQA accredited institutions, a comprehensive academic

history on completed studies including marks, Grade 12 certificate and certified ID copy (not older than six months). 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). Shortlisted candidates will be subjected to a Security Clearance process. All interns will be subjected to personnel suitability checks (verification of educational qualifications, citizenship, criminal checks, financial standing). Correspondence will only be limited to successful candidates. Applications received after the closing date as well as those who do not comply with requirements will not be taken into considerations. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The department will not make provision for transport and/or accommodation to any candidate whether, travelling from or outside Gauteng.

OTHER POSTS

- POST 27/10** : **HUMAN RESOURCES: RECRUITMENT & SELECTION, HUMAN RESOURCE DEVELOPMENT, PERFORMANCE MANAGEMENT, LABOUR RELATIONS, CONDITIONS OF SERVICE REF NO: GRAD 2021/1 (X7 POSTS)**
- STIPEND REQUIREMENTS** : R6 000 per month
: B.Com HRM/B.Admin HRM/B.Com Industrial Psychology/ ND HRM/ B.Tech HRM
- ENQUIRIES** : Mr L Mpofu Tel No: (012) 748 – 6278
- POST 27/11** : **OCCUPATIONAL HEALTH & WELLNESS REF NO: GRAD 2021/2 (X1 POST)**
- STIPEND REQUIREMENTS** : R6 000 per month
: ND Occupational Health & Wellness/Advanced Diploma in Health & Wellness/ Bachelor of Science in Occupational Hygiene/ND Occupational Safety/ BA Social Sciences/ ND Safety Management/ ND Risk Management.
- ENQUIRIES** : Mr L Mpofu Tel No: (012) 748 – 6278
- POST 27/12** : **ACCOUNT RECEIVABLE, ACCOUNTS PAYABLE, GENERAL LEDGER, PAYROLL, COSTING MANAGEMENT REF NO: GRAD 2021/3 (X6 POSTS)**
- STIPEND REQUIREMENTS** : R6 000 per month
: B.Com Financial Management/ B.Com Accounting/B. Com Costing, B.Tech Cost and Management Accounting/ Advanced Diploma in Cost and Management Accounting/ ND Cost and Management Accounting.
- ENQUIRIES** : Mr L Mpofu Tel No: (012) 748 – 6278
- POST 27/13** : **RISK MANAGEMENT & COMPLIANCE REF NO: GRAD 2021/4 (X2 POSTS)**
- STIPEND REQUIREMENTS** : R6 000 per month
: ND Risk Management/ B-Tech Risk Management/ ND Internal Audit/ B-Tech Internal Audit.
- ENQUIRIES** : Mr L Mpofu Tel No: (012) 748 – 6278
- POST 27/14** : **MONITORING & EVALUATION REF NO: GRAD 2021/5 (X2 POSTS)**
- STIPEND REQUIREMENTS** : R6 000 per month
: ND Risk Management/ B-Tech Risk Management/ ND Internal Audit/ B-Tech Internal Audit.
- ENQUIRIES** : Mr L Mpofu Tel No: (012) 748 – 6278
- POST 27/15** : **SECURITY MANAGEMENT REF NO: GRAD 2021/6 (X2 POSTS)**
- STIPEND REQUIREMENTS** : R6 000 per month
: ND Security Management/ Advanced Diploma in Security Management/ B.Tech Security Management.
- ENQUIRIES** : Mr L Mpofu Tel No: (012) 748 – 6278

POST 27/16 : **MARKETING & STAKEHOLDER REF NO: GRAD 2021/7 (X3 POSTS)**

STIPEND : R6 000 per month
REQUIREMENTS : B.Com Marketing Relations/ND Marketing Relations/ND Business Management/ B. Com Business Management.
ENQUIRIES : Mr L Mpofu Tel No: (012) 748 – 6278

POST 27/17 : **ICT REF NO: GRAD 2021/8 (X4 POSTS)**

STIPEND : R6 000 per month
REQUIREMENTS : ND ICT Systems/ BSc Information & Communication Technology
ENQUIRIES : Mr L Mpofu Tel No: (012) 748 – 6278

POST 27/18 : **INTERNAL AUDITING REF NO: GRAD 2021/9 (X3 POSTS)**

STIPEND : R6 000 per month
REQUIREMENTS : ND/B-Tech Internal Auditing/ B.Com Internal Auditing /B.Com Accounting
ENQUIRIES : Mr L Mpofu Tel No: (012) 748 – 6278

POST 27/19 : **SUPPLY CHAIN MANAGEMENT: MMABATHO REF NO: GRAD 2021/10 (X1 POST)**

STIPEND : R6 000 per month
REQUIREMENTS : B.Com Financial Management/ B.Com Accounting/ BA Public Administration/ B.Com Supply Chain Management/B.Com Business Management/ BA or B.Com Logistics Management.
ENQUIRIES : Mr L Mpofu Tel No: (012) 748 – 6278

POST 27/20 : **SUPPLY CHAIN MANAGEMENT: EAST LONDON REF NO: GRAD 2021/11 (X1 POST)**

STIPEND : R6 000 per month
REQUIREMENTS : B.Com Financial Management/B.Com Accounting/ BA Public Administration/ B.Com Supply Chain Management/B.Com Business Management/ BA or B.Com Logistics Management.
ENQUIRIES : Mr L Mpofu Tel No: (012) 748 – 6278

POST 27/21 : **SUPPLY CHAIN MANAGEMENT: POLOKWANE REF NO: GRAD 2021/12 (X1 POST)**

STIPEND : R6 000 per month
REQUIREMENTS : B.Com Financial Management/B.Com Accounting/ BA Public Administration/ B.Com Supply Chain Management/B.Com Business Management/ BA or B.Com Logistics Management.
ENQUIRIES : Mr L Mpofu Tel No: (012) 748 – 6278

POST 27/22 : **SUPPLY CHAIN MANAGEMENT: PRETORIA REF NO: GRAD 2021/13 (X8 POSTS)**

STIPEND : R6 000 per month
REQUIREMENTS : B.Com Financial Management/B.Com Accounting/ BA Public Administration/ B.Com Supply Chain Management/B.Com Business Management/ BA or B.Com Logistics Management.
ENQUIRIES : Mr L Mpofu Tel No: (012) 748 – 6278

POST 27/23 : **OFFICE ADMINISTRATION: PRETORIA REF NO: GRAD 2021/14 (X4 POSTS)**

STIPEND : R6 000 per month
REQUIREMENTS : ND / BTech/degree in Office Administration/Accounting/Public Administration/ Business Administration
ENQUIRIES : Mr L Mpofu Tel No: (012) 748 – 6278