

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** : Human Resources Tel No: 012 748 6296
- CLOSING DATE** : 14 June 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the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed, and clear indication of the reference number on the Z83.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.

OTHER POSTS

- POST 19/17** : **DEPUTY DIRECTOR: STRATEGIC SOURCING REF NO: GPW21/11**
- SALARY** : R733 257 per annum (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree/diploma or equivalent NQF Level 7 qualification, 6-8 years' relevant experience in Supply Chain Management of which at least 3 years must have been at supervisory / management level, 3-5 years' experience at strategic sourcing (direct and indirect), Knowledge of the Supply Chain Management Framework, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and other relevant prescripts, A good understanding of good Corporate Governance principles (King III), Computer literacy (MS Word, Excel, PowerPoint, etc.), Performance optimisation and innovation, Client orientation and focus, Strong analytical skills, Policy analysis and development, Project management, People

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| | | skills, Planning skills, Good verbal and written communication, Financial skills, The ability to negotiate. |
| <u>DUTIES</u> | : | Develop and direct the consolidated procurement function to ensure that high-quality goods, services and strategic materials are obtained in the most cost-effective manner and delivered at the scheduled time, Formulate and execute strategies for BBBEE development, utilising preferential procurement interventions, Support and drive systems and process development and improvements, Manage the responsibility of procurement of goods / raw materials to ensure strategy implementation and that goals and objectives are accomplished, Provide for the smooth functioning of operational activities by way of a sufficient and uninterrupted flow of goods and services to the production leg of the GPW, Implement and manage an efficient, cost-effective and integrated procurement system throughout the organisation, Support the departmental objectives and expenditure budgets by ensuring alignment to the overall procurement approach and practices, Quality management in the sourcing division. |
| <u>ENQUIRIES</u> | : | Ms. S Ramusi Tel No: 012 764 3959 |
| <u>POST 19/18</u> | : | <u>CHIEF ARTISAN: GRADE A (PRESS CAPTAIN, WEB-FED PRINTING PRESSES) REF NO: GPW21/13</u> |
| <u>SALARY</u> | : | R386 487 per annum |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | Grade 10 or equivalent qualification plus a completed apprenticeship in Lithography/Continuous Stationary Machine Minding, At least 10 years' post-apprenticeship experience Lithography/ Continuous Stationary Machine Minding of which 5 years must have been in operating multi-colour computerised web-fed machines, 3 years' proven supervisory experience, Computer literacy, Willingness to work shifts, Experience in security printing and Grade 12 will be an added advantage. |
| <u>DUTIES</u> | : | Oversee and operate an automated 9-colour web-fed offset printing machine with specialized finishing equipment (sheeter, folder, numbering unit and web deliver unit), Ensure that the set up and adjustment of rollers, cylinders and loading of paper reels on printing equipment are done according to specifications, Ensure that specific machine minder maintenance on printing equipment are done as per manufacture's requirements, Check registration, quality uniformity of print, colour densities as well as correct delivery of the end product, Supervision and ensure the application of performance management, training and development of learners, artisans and printers assistants, Ensure the adherence to Occupational Health and Safety regulations and policies. |
| <u>ENQUIRIES</u> | : | Mr G Kistan Tel No: (012) 748 – 6118 |
| <u>POST 19/19</u> | : | <u>ASSISTANT DIRECTOR: WAREHOUSE AND DISTRIBUTION REF NO: GPW21/12</u> |
| <u>SALARY</u> | : | R376 596 per annum (Level 09) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 7) in Supply Chain Management or Logistic Management, 3 - 5 years' experience in warehouse and distribution management, 3 years' proven supervisory experience, Sound knowledge of best practices and the development of procedures, Knowledge of the Public Finance Management Act, Treasury Regulations and Supply Chain Management Framework (advantage), Excellent computer proficiency. |
| <u>DUTIES</u> | : | Ensure effective storage and distribution of printed material, Supervise warehousing and transportation activities, e.g. transfers, receipts, pick shipments, hold and release products, Manage and supervise all warehouse transactions for transfers between various locations, shipments, returns/receipt refusals and delivery documents accuracy, Be responsible for traceability of products and ability to retrieve and recall finished goods in line with standard operating procedures, Check accuracy of the stock count (including lot number), Monitor the quality, quantity, cost and efficiency of the movement and storage of goods, Manage adherence to delivery schedules and the sign-off of deliveries with date and time, |

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| | | Liaise and negotiate delivery schedules with customers and suppliers, Ensure that vehicles are managed properly, Prepare weekly and monthly reports on deliveries and stock, Ensure compliance with relevant legal and statutory requirements and internationally accepted environmental, health, safety and quality standards, Supervise, develop, lead and maintain a motivated and high performance team. |
| <u>ENQUIRIES</u> | : | Ms. S Ramusi Tel No: (012) 764 -3959 |
| <u>POST 19/20</u> | : | <u>ARTISAN FOREMAN: DESKTOP PUBLISHING REF NO: GPW21/14</u> |
| <u>SALARY</u> | : | R304 263 per annum (OSD) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | Grade 10 or equivalent qualification plus a completed apprenticeship/internship in Pre-press with 5 years applicable post-apprenticeship working experience in a printing production environment, Proficiency on Apple Mac with Adobe creative suit. Knowledgeable in digital printing/media processing and impositioning, Proficiency in InDesign and layout is a must, Ability to work under pressure with exceptional skill to pay attention to detail and quality, Good interpersonal skills, reliable, honesty and integrity personnel. |
| <u>DUTIES</u> | : | Responsible for the verification of structure and layout of print work, Responsible to scan, reformat print work for different printing processes and distribute work flow according to priority, Check the quality of printed jobs, Liaise with clients. Imposition and submit documents for final production. |
| <u>ENQUIRIES</u> | : | Ms H Masilo Tel No: (012) 748-6345 |
| <u>POST 19/21</u> | : | <u>ARTISAN (SPECIALISED PRODUCTION) (GRAPHIC DESIGNER) REF NO: GPW21/15</u> |
| <u>SALARY</u> | : | R286 668 per annum (OSD) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | Grade 10 or equivalent qualification, plus a completed apprenticeship and passed trade test in Electronic Origination/Pre-press in the printing industry and 5 years' post-apprenticeship experience, Computer skills: Proficiency on Apple Mac with Adobe Creative Suite, Ability to take work from concept through to repro, Knowledge of commercialised printing and printing processes, Advanced typing skills, Good communication skills, Creativity (planning, organising, problem-solving skills), Knowledge of CTP is a must. |
| <u>DUTIES</u> | : | Be responsible for typesetting, design and layout of jobs from concept to plates, as well as colour retouching, Carry out quality checking, Perform scanning of jobs (ability to operate scanner), Impositioning of jobs and printing of plates. |
| <u>ENQUIRIES</u> | : | Ms H Masilo Tel No: (012) 748-6345 |
| <u>POST 19/22</u> | : | <u>ARTISAN (PRODUCTION) GRADE A (GRAPHIC DESIGNER/ELECTRONIC ORIGINATION) REF NO: GPW21/16</u> |
| <u>SALARY</u> | : | R190 653 per annum (OSD) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | Grade 10 or equivalent certificate plus a completed apprenticeship in Electronic Origination/Pre-press in the printing industry, Computer skills: Proficiency on Apple Mac with Adobe creative suit, Ability to take work from concept through to repro, Knowledge of commercialized printing and printing processes, Advanced typing skills, Good communication skills, Creativity (planning, organizing problem-solving skills), Good knowledge of CTP. |
| <u>DUTIES</u> | : | Responsible for typesetting, scanning, colour retouching, design and layout of jobs from concept to plates, Do quality checking, Impositioning of jobs and printing of plates. |
| <u>ENQUIRIES</u> | : | Ms H Masilo Tel No: (012) 748-6345 |