

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** : 09 December 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form can be downloaded at www.dpsa.gov.za-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed, and clear indication of the reference number on the Z 83.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 41/12** : **SPECIALIST SYSTEMS ADMINISTRATOR (VIRTUAL INFRASTRUCTURE)**
REF NO: (GPW21/44)
Re-advert candidates who previously applied for the post must / may re-apply.
- SALARY** : R744 255 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 or equivalent qualification and a NQF level 6/7 National Diploma/Degree, in Information Technology/Information Management/ Business Informatics/Computer Science/Software Development as recognized by SAQA with 5 - 7 years' experience in ICT Support and a minimum of 3 years server support experience. Experience in migration tools (P2P, P2V, V2V, and V2P), Advanced technical knowledge of VMWare virtualization technologies (vCenter, vSphere, ESXi, DRS, vMotion, HA, vSAN), VMWare, VMWare View, data backup management and shared storage (SAN, Vsan) administration. ITIL Foundations certification will be an added advantage.
- DUTIES** : Manage problem and service tickets ensuring timely resolution to meet Service Level Agreements. Handle third level support calls. Provide advanced troubleshooting and problem resolution of the Virtualization Infrastructure. Responsible for Physical Hardware, HP Blade and ProLiant Servers deployment and management. Responsible for VMWare View administration and support

(Advanced). Administer all Virtual server hosts. Migrating data from old to new equipment during hardware refresh periods. Regularly check event logs. Manage Backups schedules and rotation of offsite storage check available media & disk space (Third level Capacity Planning). Manage Veeam and HP data protector administration. Create and schedule backup jobs. Restore of data as and when required. Test backups restores. Participate in Business Continuity Disaster Recovery. Configure and design the Virtual infrastructure in line with best practices and international standards. Ensure minimal systems downtime on the Virtual Infrastructure for all production systems servers. Monitor performance and resource utilisation across the virtual servers and storage. Clone and create server snapshots. Provide virtual servers as required. Ensure that Virtual server deployments aligns with license agreements. Patching Microsoft servers to harden the Operating Systems to avert risks and vulnerabilities. Build, install, configure, and maintain VMware products including ESXi servers, Hyper-converged systems, High Availability clusters and Virtual Centre.

- ENQUIRIES** : Mr. A Apleni Tel No: (012) 748 6090
- POST 41/13** : **SENIOR DATABASE ADMINISTRATOR REF NO: (GPW21/45)**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 or equivalent qualification and a NQF level 6/7 National Diploma/Degree, in Information Technology/Information Management/ Business Informatics/Computer Science/Software Development as recognized by SAQA with 5 - 7 years' experience in ICT of which a minimum of 5 years must be managing SQL 2012/2016/2019 or SQL Azure. Moreover with a solid hands-on experience in T-SQL, database design, development, performance tuning and maintenance. Completely exposed to SSRS, SSIS and SSAS. The ability to work independently in installing and configuring of Microsoft SQL Server both standalone and clustered. Administering and troubleshooting any relational database issues.
- DUTIES** : Strategically design and implement databases across the organization, while ensuring high levels of data availability. Define standards and models for database architectures, which includes developing and designing the database strategy, monitoring and improving database performance and capacity, and planning for future expansion requirements. Plan, coordinate and implement security measures to safeguard the organization's database. Design and deploy data table structures, forms, reports, and queries. Conduct research and make recommendations on database products, services, protocols, and standards in support of procurement and development efforts. Coordinate and work with other technical staff to develop primary databases and secondary databases. Develop automated database applications, where necessary, using the applicable database packages. Identify data entry, retrieval, change, and delete issues, and work to ensure a high level of data availability. Work with project managers to ensure that data entry, retrieval, change and delete functions meet business requirements for project completion. Identify inefficiencies in current databases and leverage solutions. Install and configure relevant components to ensure database access. Diagnose and resolve database access and performance issues. Perform cost estimates for data migration to new databases during upgrades, and plan and coordinate these migrations. Evaluate and select database components, including hardware, database management systems, data extraction software, metadata management tools, and database design solutions. Backup and disaster recovery of databases. Request / Incident / Problem / Change management - meet all GPW governance and operational requirements. Security Management - Adhere to all GPW and security measures and report transgressions to the appropriate authority. Configuration management - Ensure compliance to all licensing requirements and report exceptions. Request / Incident / Problem / Change management - meet all GPW governance and operational requirements. Assisting developers with development of databases. Mentor and provide skills transfer to junior members of the team.
- ENQUIRIES** : Mr. A Apleni Tel No: (012) 748 6090

- POST 41/14** : **SHAREPOINT ADMINISTRATOR REF NO: (GPW21/46)**
Re-advert candidates who previously applied for the post must / may re-apply.
- SALARY** : R744 255 per annum (Level 11), (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 or equivalent qualification and a NQF level 6/7 National Diploma/Degree, in Information Technology/Information Management/ Business Informatics/Computer Science/Software Development as recognized by SAQA with 5 - 7 years' experience in ICT. Knowledge in installing, configuring and troubleshooting Microsoft SharePoint 2010 or higher. Knowledge in building extranets, Microsoft SQL administration and troubleshooting. Experience using SharePoint designer, knowledge of workflow tools such as K2/Nintex and MS Dynamics. Knowledge of Microsoft CRM.
- DUTIES** : Install and configure SharePoint infrastructure. Plan, design and implement SharePoint security including, but not limited to, authentication, security roles, user groups, audiences, and item level security. Plan, design and implement SharePoint data protection, backup and recovery. Assist with evaluating new SharePoint technologies and recommend best-practice solutions. Troubleshoot functional and technical incidents occurring within SharePoint. Plan and design improvements to SharePoint performance as directed. Perform corrective SharePoint administration, configuration and maintenance as required. Create documentation for any function performed under any competency as directed. Plan, design, implement and modify navigational and aesthetic changes to SharePoint pages as directed. Create and configure workflows and the troubleshooting thereof. Manage and administer MS CRM. Ensure solutions require minimal training to the end user while maintaining high reliability and usability. Plan and execute SharePoint end user training. Maintain technical documentation that supports the systems. Analysis reporting for the purpose of capacity planning. Guide record management processes and procedures.
- ENQUIRIES** : Mr. A Apleni Tel No: (012) 748 6090
- POST 41/15** : **SENIOR ADMINISTRATIVE OFFICER (STRATEGIC SUPPORT) REF NO: (GPW21/47)**
- SALARY** : R321 543 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) qualification in Risk Management / Internal Audit / Public Administration / Business Administration, 3 years functional experience in administrative support / risk management / internal audit, Problem solving skills, Good computer literacy in MS Office software (Word, Excel and Outlook), Knowledge: Public Sector Risk Management Framework, COSO Framework, Knowledge of Business Continuity Management, King report on Corporate Governance, Public Finance Management Act, Treasury Regulations, Batho Pele Principles, Public Service Act Skills: Communication (written, verbal and presentation), Interpersonal, Computer Literacy, Time Management, Analytical, Planning and organizing, A valid code 08 driver's license.
- DUTIES** : The successful candidate will perform the following duties Provisioning of support to Risk and Compliance Specialist in terms of conducting risk assessments, drafting risk mitigation strategies, monitoring and reporting progress on implementation of risk mitigation plans, coordination of risk management training/awareness workshops, providing secretariat support to the risk management committee and Operational Risk Management Committee (ORMC). Perform general administrative activities in support of the unit.
- ENQUIRIES** : Mr A Sibanyoni Tel No: (012) 748 6183
- POST 41/16** : **ADMINISTRATION CLERK REF NO: (GPW21/48)**
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Polokwane
REQUIREMENTS : Grade 12 or equivalent qualification. Knowledge management, problem solving and analytical skills. Need to work extended hours when necessary and when required.

- DUTIES** : Capturing quotations. Recording and capturing of orders. Generate invoices. Attend to and resolve customer queries. General administration duties to render administrative support to the regional office warehouse. Assist co-workers with administrative duties. Ensure proper document control and filing. Adhere to Occupational Health and Safety requirements.
- ENQUIRIES** : Ms. N Ndindane Tel No: (012) 764 4080
- POST 41/17** : **WAREHOUSE CLERK REF NO: (GPW21/49)**
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Polokwane
REQUIREMENTS : Grade 12 or equivalent qualification. Good computer literacy (Outlook and Excel), Numerical proficiency, Good communication skills, Problem-solving skills, Good interpersonal relations, Attention to detail. Need to work extended hours when necessary and when required.
- 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 management.
- ENQUIRIES** : Ms. N Ndindane Tel No: (012) 764 4080
- POST 41/18** : **STORES ASSISTANT REF NO: (GPW21/50) (X2 POSTS)**
- SALARY** : R147 459 per annum (Level 04)
CENTRE : Polokwane
REQUIREMENTS : Grade 10 or equivalent qualification. Numerical proficiency. Good communication and interpersonal skills. Valid forklift driver's license. Need to work extended hours when necessary and when required.
- DUTIES** : Off-load supplier's trucks. Forklift driving. Loading GPW truck for deliveries. Assisting the driver deliver stock to customers. Receiving of inventory. Packing received stock in the allocated space. Picking stock for customers' allocation. Deliver customer allocated stock to dispatch area timeously. Assist co-workers in all other general duties. Keep working environment clean. Adhere to Occupational Health and Safety requirements.
- ENQUIRIES** : Ms. N Ndindane Tel No: (012) 764 4080
- POST 41/19** : **PRINTERS ASSISTANT REF NO: (GPW21/51) (X6 POSTS)**
- SALARY** : R147 459 per annum (Level 04)
CENTRE : Polokwane
REQUIREMENTS : Grade 10 or equivalent qualification. Numerical proficiency. Problem solving skills. Attention to detail. Grade 12 will be added advantage. Need to work extended hours and night shift when necessary and when required.
- DUTIES** : Successful candidates will be performing general assistant duties on equipment such as: sewing, guillotines, folding, side stitching, gluing. Operate gluing machines, putting strips on quarter bound books, making of hinges, pasting of files, counting of sheets and assist artisans with quarter bound books, moving and stacking of printed matter. Assisting and supporting Artisans in operating the binding and printing machines Quality assurance on printed materials. General housekeeping and cleaning duties.
- ENQUIRIES** : Mr. T.H. Khumalo Tel No: (012) 748 6329

GRADUATE / INTERNSHIP PROGRAMME YEAR 2022/2024

Duration and remuneration: The graduate programme is implemented over twenty four (24) months.

- NOTE** : The Government Printing Works would like to invite qualifying graduates to apply to participate in an Internship Programme. The Internship is meant to provide work exposure to graduates for a period of twenty (24) months. Applicants must be unemployed, and had never participated in any Government or State Institution internship programme previously and must be between the ages of 18-35. Successful graduates will be appointed for a period of twenty-four (24) months commencing on 01 April 2022 to 31 March 2024. Graduates will receive a monthly stipend of R6 000.00 per month. 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 with respective dates, Copies of qualifications and ID, 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. The Government Printing Works is under no obligation to employ the Graduates on completion of the programme.

OTHER POSTS

- POST 41/20** : **FINANCIAL SERVICES REF NO: GRAD 2021/6 (X3 POSTS)**
- STIPEND** : R6 000 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma / Degree or equivalent qualification in Financial Management / Accounting / Costing or related
ENQUIRIES : Mr. L Mpofo Tel No: (012) 748 6278
- POST 41/21** : **SECURITY SERVICES REF NO: GRAD 2021/7**
- STIPEND** : R6 000 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma / Degree or equivalent qualification in Administration or related.
ENQUIRIES : Mr. L Mpofo Tel No: (012) 748 6278