

**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** : 28 December 2021 at (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at [www.dpsa.gov.za](http://www.dpsa.gov.za)-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed, and clear indication of the reference number on the Z 83.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 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.

**MANAGEMENT ECHELON**

- POST 44/28** : **DIRECTOR: EXECUTIVE SUPPORT SERVICES REF NO: GPW21/52**
- SALARY** : R1 057 236 per annum (Level 13), (all – inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate, Bachelor's Degree or equivalent (NQF level 7 as recognized by SAQA) in Public Administration/ Business Administration. 5 years' experience at middle / senior management in an executive support environment. SMS pre-entry certificate as offered by the National School of Government (NSG). Knowledge: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. A Valid Driver's License.
- DUTIES** : Undertake policy or line function tasks: Execute research, analyse information and compile complex documents for the Chief Executive Officer; source information and compile comprehensive documents for the Chief Executive Officer with regard to issues emanating from meetings, etc. Compile memoranda as required; and scrutinize submissions/reports, make notes and recommendations to present to the Chief Executive Officer. Draft responses for submission to internal and external stakeholders. Co- ordinate, follow up and compile reports of a transverse nature for the Chief Executive Officer and advise/sensitize the Chief Executive Officer on reports to be submitted. Compile

presentations and speeches for the Chief Executive Officer. Coordinate external strategic alliance between the office of the Chief Executive Officer and other stakeholders: Liaise with stakeholders to ensure integration of programmes. Scrutinize documents to determine actions/information/documents required. Collect and compile information for the Chief Executive Officer with regard to issues that need to be discussed. Record minutes/resolutions and communicate/ disseminate to relevant role players, follow up on progress made, prepare briefing notes as well as other documentation. Compile agenda of meetings chaired by the Chief Executive Officer and ensure circulation of accompanying memoranda and; co- ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc. Manage general support services in the office of the Chief Executive Officer: Set up and maintain systems in the Office of the Chief Executive Officer that will ensure efficiency in the office. Establish, implement and maintain effective processes/procedures for information and documents flow to and from the office. Ensure safekeeping of all documentation in the Office. Manage the engagements of the Chief Executive Officer. Manage the resources in the office of the Chief Executive Officer: Determine and collate information with regards to the budget needs of the Office. Keep record of expenditure commitments, monitor expenditure and alert the Chief Executive Officer with regard to possible over and under spending. Responsibility manager for the component and; identify the need to move funds between items and compile submissions for this purpose. Monitor and evaluate the performance of staff in the office. Manage the human resource aspects related to the staff in the Office of the Chief Executive Officer. Oversee responses drafted by the Executive Assistant and other support personnel on enquiries received from internal and external stakeholders.

**ENQUIRIES** : Mr. JJ Rossouw Tel No: (012) 748 6265

**POST 44/29** : **DIRECTOR: HUMAN RESOURCE POLICY AND PLANNING REF NO: GPW21/53**

**SALARY CENTRE REQUIREMENTS** : R1 057 236 per annum (Level 13), (all – inclusive remuneration package)  
 : Pretoria  
 : National Senior Certificate, Bachelor's Degree or equivalent (NQF level 7 as recognized by SAQA) in Human Resources. 5 years' experience at middle / senior management in a Human Resource environment. SMS pre-entry certificate as offered by the National School of Government (NSG). In-depth knowledge and experience across the HR spectrum, specifically with regard to Recruitment and Selection, Service Conditions, Compensation Management, Organisational Development and Employment Equity. Computer literacy. Knowledge of HR budgeting, PFMA and all legislations governing HR Practices. A Valid Driver's License. Competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Programme and project management. Knowledge and information management. Problem-solving and analysis. Business report writing. Attributes: Assertiveness. Ability to work independently and as part of a team. Compliance. Diplomacy. Ability to work under pressure. Decisiveness. Adaptability. Confident. Accuracy. Compliant. Self-starter. Trustworthiness.

**DUTIES** : Provide strategic direction, leadership and management to the Unit. Manage, train and guide subordinates within the Unit. Oversee development, implementation and monitoring of HR policy guidelines, processes and procedures. The coordination of human resources information and knowledge management. The monitoring and evaluation of the implementation of human resources strategies. Manage recruitment and selection, organisational structure, job profiles, job evaluation and staff budget. Responsible for HR administration processes. The development and management of attraction, retention and exit programmes. Facilitate the development, implementation and monitoring of employment equity.

**ENQUIRIES** : Ms. MM Modise Tel: (012) 748 6239

#### OTHER POST

**POST 44/30** : **DEPUTY DIRECTOR: OFFICE OF THE CHIEF EXECUTIVE OFFICER REF NO: GPW21/54**

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (An all-inclusive remuneration package)  
 : Pretoria  
 : National Senior Certificate, a three-year Bachelor's degree or a three-year National Diploma in Office Administration or related qualification (NQF 7) as

recognized by SAQA with 3 to 5 years' experience in a related field. A valid driver's license. The successful candidate is expected to travel as and when required. Generic Competencies: Planning and organizing. Coordination. Problem solving & decision making. Project management. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Office management and administration. Secretariat/ receptionist norms. Government systems and procedures. Microsoft office.

**DUTIES**

: The successful candidate will perform the following duties: Manage the electronic diary of the Chief Executive Officer including the scheduling of meetings (daily, weekly, monthly quarterly and annually). Co-ordinate all the correspondence in the Office of the Chief Executive Officer and liaise with the relevant stakeholder and act as the point of contact between the Chief Executive Officer, Office of the Minister, Spheres of Government, the department and external clients. Manage and provide the logistical services for the Chief Executive Officer. Provide secretarial and administrative tasks/support services to the Chief Executive Officer and undertake any other duties as may be reasonable allocated using project management principles to undertake such tasks in the Office of the Chief Executive Officer. Develop, manage and maintain the document management system to ensure the proper flow and management of key documents for the Chief Executive Officer.

**ENQUIRIES**

: Mr. JJ Rossouw Tel No: (012) 748 6265