

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. L Pale / Ms. V Maja, Human Resources Tel No: 012 764 3976 / 012 764 3912
- CLOSING DATE** : 28 February 2022 (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form can be downloaded at www.dpsa.gov.za-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed, and clear indication of the reference number on the Z 83.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 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 05/45** : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: GPW22/03**
- SALARY** : R382 245 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year tertiary qualification (NQF level 6/7) in Supply Chain Management, Public Administration, Finance or Procurement or related equivalent qualifications as recognised by SAQA. A minimum of 3 years' experience obtained in a Supply Chain Management environment/Contracts Management/Supplier or Vendor Management. Knowledge of contract management; SCM processes and systems. Valid drivers' license; prepared to travel; Knowledge: Public Finance Management Ac; Procurement and provisioning policies and procedures; Financial administration processes; Contractual policies and procedures. Skills: Effective communication; technical report writing; numeracy; computer literacy;

		interpersonal relations; General office administrative. Personal Attributes: Ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; punctuality; ability to work independently.
<u>DUTIES</u>	:	Draft and review contracts with service providers. Liaise with other industry experts for advice regarding suppliers and other services. Evaluate contracts with current suppliers, identify gaps and ensure that total contractual requirements are in place with current suppliers. Draft and review agreements with customers (Government departments). Create and maintain internal service level agreements within GPW stakeholders. Conduct service review meetings with service providers and customers for performance optimisation. Identify financial savings and cost avoidance through supplier engagements. Monitor supplier spend and ensure that it is within the agreed terms and conditions. Identify and devise plans to mitigate risks emanating from service providers. Make site visitations of service providers premises, planned and ad-hoc. Identify and maintain BEEE/SME spend. Ensure that suppliers comply with industry standards and all legal requirements. Report on the management of suppliers/customers and contracts. Administer variations to the contracts; Evaluate applications for price adjustments and invoke penalty clauses; Evaluate applications for variations, amendments and cancellations and develop proposals for approval; Compile all applications for deviations; Maintain the internal systems/database. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes; Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services; Monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract.
<u>ENQUIRIES</u>	:	Mr T Masiso Tel No: (012) 748 6291
<u>POST 05/46</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: GPW22/04</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	NQF level 6/7 National Diploma or Degree in Training /Human Resource Development/Human Resource Management or equivalent qualification plus 3-5 years' experience in the training and development field. 2-3 years supervisory experience. A valid driver's license. General competencies: Planning & organizing, Coordination, Problem solving & decision making, Project Management, People management & Empowerment, Client orientation and customer focus, Team leadership, Excellent interpersonal skills and ability to function both independently and as part of the team. Ability to handle pressure, Good Communication (verbal and written) Technical competencies: In-depth knowledge of Public Service Regulations, Skills Development legislations and strategies, facilitation and management of staff induction, Ability to render Training and Development Advisory services, Computer Literacy and research skills.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Conduct Training Needs Analysis, Coordinate the development and submission of the Workplace Skills Plan and Annual Training Reports to the relevant SETAs. Implement the Human Resource Development Strategy and Policies. Administer Internal Bursary scheme. Coordinate and implement training interventions. Coordinate and Facilitate the Internal Induction Programmes and Orientation for the Department. Facilitate the Compulsory Induction programme (CIP). Coordinate and render secretariat support to the Skills Development and Training Committee. Administer and manage the implementation of graduate/Internship, Learnerships and Apprenticeship programmes. Execute all other relevant training and skills development programmes.
<u>ENQUIRIES</u>	:	Ms L Mahlangu Tel No: (012) 748 6285
<u>POST 05/47</u>	:	<u>SUPPLY CHAIN MANAGEMENT OFFICER REF NO: GPW22/05 (X2 POSTS)</u>
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	National Diploma/ Degree in Purchasing Management/Logistics/Supply Chain Management, Store and Inventory Management or equivalent NQF 6/7 qualification. 2-3 years relevant work experience. Computer literate. Competencies And Attributes: Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration, financial management, Integrity & honesty, good work ethics ,confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills. Knowledge in tender administration and management of tender documents.
<u>DUTIES</u>	:	Provide tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with SCM policies and Treasury Regulations including the preparation of tender pack (SBD's and all other relevant documents). Identify administrative discrepancy that requires clarification in the bid documents. Scheduling, preparation of various meetings (BSC, Briefing Sessions, BEC, etc.) and taking minutes. Ensure that all received tender documents are registered upon closing of the tender. Manage central emails for queries and timeous response. Request quotations using the Central Suppliers Database, evaluate quotations. Provide update on the progress of the request for quotations as well as the application for purchase.
<u>ENQUIRIES</u>	:	Ms P Maddie Tel No: (012) 764 3973
<u>NOTE</u>	:	Submit report relating to work done to the supervisor. Attend to quires. Ensure compliance with policies and procedures that regulate and govern Supply chain management processes.
<u>POST 05/48</u>	:	<u>HUMAN RESOURCE CLERK REF NO: GPW22/06</u>
<u>SALARY</u>	:	R176 310 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent Certificate. Studying towards a National Diploma in Human Resources Management will be an added advantage. Knowledge of Recruitment and Selection processes. Knowledge of Public Service Regulatory Framework. Competencies: Communication (verbal and written) skills. Computer literacy skills. Planning and organising skills.
<u>DUTIES</u>	:	Provide administrative support service to HR Recruitment function such as receiving, capturing and managing applications for advertised posts. Scheduling of shortlist and interview meetings and handling telephonic enquiries. Prepare logistical arrangements and liaise with role players regarding recruitment matters. Prepare letters and memos. Ensure proper record keeping.
<u>ENQUIRIES</u>	:	Ms V Maja Tel No: (012) 764 3912
<u>POST 05/49</u>	:	<u>WAREHOUSE CLERK REF NO: GPW22/07</u>
<u>SALARY</u>	:	R176 310 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Computer literacy with good knowledge of MS Office (Outlook and Excel). Numerical proficiency. Good communication skills. Problem-solving skills. Good interpersonal relations. Attention to detail.
<u>DUTIES</u>	:	Receiving stock by means of correlating copy of Purchase Order, signed Delivery Note; captured as well as recorded the receipted stock into the system. Issuing stock; creates and register picking slip as well as transfer order shipment. Stock control; conduct weekly and monthly stock count. Ensure that the system and counted stock figures do balance, and investigate in the event of discrepancies. Replenishment and record keeping. Ensure there's 100% stock availability at all times. Ensure that the stock is packed properly and safe in the warehouse in terms of the FIFO principle. Customer Care. Effective and efficient communication with stakeholders.
<u>ENQUIRIES</u>	:	Ms L Bhanda Tel No: (012) 748-6224

POST 05/50 : **STORE ASSISTANT REF NO: GPW22/08**

SALARY : R147 459 per annum

CENTRE : Pretoria

REQUIREMENTS : Grade 10 or equivalent qualification. Numerical proficiency, Good communication and interpersonal skills. Valid forklift driver's license. Grade 12 will be an added advantage.

DUTIES : Off-load supplier's trucks. Forklift driving. Receiving of inventory. Packing received stock in the allocated space. Picking stock for allocation. Deliver allocated stock to dispatch area timeously. Keep working environment clean. Adhere to Occupational Health and Safety requirements. Need to work additional hours when necessary and when required.

ENQUIRIES : Ms L Bhandu Tel No: (012) 748-6224