

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** : 06 June 2022 (16:00 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form can be downloaded at www.dpsa.gov.za/vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. A recent comprehensive CV specifying all qualifications and experience with respective dates, Copies of qualifications, ID and a valid driver's license (where required), should 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. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours. 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. 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. 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 18/45** : **DIRECTOR: LEGAL SERVICES REF NO: GPW 22/13**
Office of the Chief Executive Officer
(Re-Advertisement Candidates who previously applied for this post need to re-apply)
- SALARY** : R1 073 187 per annum, (an all-inclusive remuneration package). The package includes a basic salary (70 % of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of specific guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree (NQF level 7) as recognised by SAQA in Law/ LLB or equivalent qualification. 5 years middle / senior management experience within the legal environment, Admission as an Attorney/Advocate and extensive

- practical experience acquired from appearances in courts and other statutory tribunals, Extensive experience in providing professional, credible, accessible and quality-assured legal services, Knowledge of South African legal system, legal practices and related spheres Competency in drafting of legislation, contracts and litigation processes, Thorough knowledge of Constitutional, Administrative and Labour Law, Public Service Laws, Regulations and Policies Knowledge of PFMA and Regulations. Competencies and skills: Problem solving, Analytical thinking, Good verbal and written communication skills, Interpretation and Implementation skills, willingness to work long hours.
- DUTIES** : Provide legal advice or opinions to GPW Execute instructions regarding legal matters, Drafting and amending of Legislations and Regulations, Drafting of contracts Memorandum of Understanding and Service Level Agreements, Manage legal liabilities and investigation of losses, Conducting, coordinating and monitoring progress in respect of all matters pertaining to general litigation, Liaising with State Attorneys and State Law Advisors on legal matters, Advise the organisation, the Chief Executive Officer (CEO) and Management on labour law and related legal matters, Strategic management of legal services in the organisation including capacity building, Ensure legal compliance, Manage litigation and support on matters affecting the organisation.
- ENQUIRIES** : Mr. CA Dreyer Tel No: (012) 748 6265
- POST 18/46** : **DIRECTOR: EXECUTIVE SUPPORT SERVICES REF NO: GPW 22/14**
Office of the Chief Executive Officer
Re-Advertisement, (Candidates who previously applied for this post need to re-apply)
- SALARY** : R1 073 187 per annum, (an all-inclusive remuneration package). The package includes a basic salary (70 % of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of specific guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree or equivalent qualification (NQF level 7 as recognized by SAQA) in Public Administration/ Business Administration, 5 years' experience at middle / senior management in an executive support environment, Understanding of the manufacturing, production and printing sector. Knowledge of South African laws and policies and implementation thereof. The successful candidate is expected to work long hours and travel as and when required. Competencies and skills: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Customer Service/Orientation. Problem-solving. Knowledge management.
- DUTIES** : Provide policy and advisory services to the Chief Executive Officer; 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. Coordinate, 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 in preparation of meetings and other engagements. Record minutes/resolutions and communicate/ disseminate to relevant role players, follow up on decisions taken and 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.

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OTHER POST

POST 18/47 : **DEPUTY DIRECTOR: OFFICE OF THE CHIEF EXECUTIVE OFFICER REF NO: GPW 22/15**
Office of the Chief Executive Officer
Re-Advertisement, (Candidates who previously applied for this post need to re-apply)

SALARY CENTRE REQUIREMENTS : R744 255 per annum (Level 11), (an all-inclusive remuneration package)
: Pretoria
: Three-year Bachelor's degree or a three-year National Diploma in Office Administration/Business Administration or equivalent/related qualification (NQF 7) as recognized by SAQA. 3 to 5 years' experience in a related field of which 2 years has been at a middle management level. A valid driver's license. Experience in supporting office of the executive. The successful candidate is expected to work long hours and 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 support to the executive. Government systems and procedures. Microsoft office suite.

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. CA Dreyer Tel No: (012) 748 6265