

**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** : 01 August 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](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the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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 26/36** : **GENERAL MANAGER: CORPORATE SERVICES REF NO: GPW22/16**  
Job Purpose: To ensure overall management and control of the Branch: Corporate Services by rendering an effective Human Resources function, providing effective Information Communication Technology service, rendering of Strategic Support and Marketing and Communication Services, providing of effective Security and Facility Management Service and provision of Legal Services.
- SALARY** : R1 544 415 per annum, (Level 15), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules
- CENTRE** : Pretoria
- REQUIREMENTS** : Relevant Human Resources/ Industrial Relations/ Commerce/ Public Administration/ Public Management/ Business Management at NQF 7 qualification as recognized by SAQA and a post graduate NQF level 8 qualification. 8 - 10 years' experience in Corporate Services environment at a senior management level. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of PFMA and Treasury Regulations. Understanding of good Corporate

Governance Principles. Experience in Budget preparation and control. Key Competencies: Strategic capability and leadership, including strategic planning and management, Performance optimization innovation, Client orientation and customer focus, People management and empowerment, Programme and project management, Knowledge and information management, Problem solving and analysis, Policy analysis and development, Dealing with pressure and setbacks.

**DUTIES**

: The successful candidate will be responsible for supporting the Chief Executive Officer. Provide strategic direction and ensure the strategic positioning of the branch Corporate Services: ensure the effective development of Corporate Services Strategies and plans and objectives in line with the strategies and objectives. Oversee the performance of the Corporate Services Branch. Oversee the management and development of strategies to improve the services delivery. Oversee and ensure provision of strategic leadership and expert advice on the interpretation and implementation of legislation and regulations relating to Corporate Services. Ensure effective definition of the performance measures in order to evaluate the success of the branch strategic objectives. Lead and ensure the design and implementation of high level operational plans with relevant Chief Directorates and track national progress. Liaise with Accounting Officer on matters that have strategic and financial implications. Oversee the establishment of partnership with all GPW branches, internal and external stakeholders and other spheres of government in relation to Corporate Services strategic matters. Oversee the practice of good corporate governance and compliance pertaining to financial policies, legislation and regulation. Manage compliance with legislation, regulations, GPW policies and procedures. Oversee compliance with all audits requirement. Identify and monitor financial risks in relation to projects and programmes. Ensure the development of quality and risk management frameworks, standards and practices with Chief Directors. Draft reports that are required by Minister and CEO. Ensure the implementation of national norms and standards where applicable. Ensure adherence and implementation of statutory prescripts and code of conducts for Public Service. Manage resources (Human, Financial and Physical) within the units: Report on the performance of the Branch against operational plan, business requirements and targets. Develop and implement work plans for the Branch and ensure effective prioritization and resource planning. Agree on training and development needs of the Branch. Provide information relative to the identification and development of objectives, goals and strategy relative to individual functional area. Implement effective talent management processes within the Branch (attraction, retention and development). Manage the implementation of compliant and performance management system. Ensure that employees are equipped with required skills and resources to perform optimally. Manage the financial resources of programmes, asset management and projects in accordance with PFMA and Supply Chain Procurement Framework. Ensure effective promotion and practice of good corporate governance and compliance pertaining to financial policies, legislation and regulation: Ensure good governance within the Branch in line with KING report and other related legislation. Ensure effective management of compliance with legislation, regulation, GPW policies and procedures within the Branch. Ensure compliance with all audits requirements within the Branch. Represent the Branch and GPW at strategic management and other government forums. Ensure the development of quality and risk management frameworks, standard and practices with Chief Directors. Draft or delegate and submit reports that are required or delegated by Ministry, CEO or other Branches.

**ENQUIRIES**

: Ms. MM Modise Tel No: (012) 748 6239

**POST 26/37**

: **GENERAL MANAGER: OPERATIONS MANAGEMENT REF NO: GPW22/17**  
Job Purpose: To ensure the overall management and control of the Operations Management function.

**SALARY**

: R1 544 415 per annum, (Level 15), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules

**CENTRE REQUIREMENTS**

: Pretoria  
: Relevant Industrial Engineering/Production Management/ Operations Management / Business Management at NQF 7 qualification as recognized by SAQA and a post graduate NQF level 8 qualification. 8 - 10 years' experience in production / operations management environment at a senior management level. Understanding of all relevant manufacturing and production practice. Expertise in factory environment. Understand the PFMA and Treasury Regulations, Intermediate. Understanding of Good Corporate Governance principles (King Report), Intermediate. In–depth knowledge of printing / manufacturing / business operational processes and relevant legislation and policies. Key Competencies: Strategic capability and leadership, including strategic planning and

management, Performance optimisation innovation, Client orientation and customer focus, People management and empowerment, Programme and project management, Knowledge and information management, Problem solving and analysis, Policy analysis and development, Dealing with pressure and setbacks. Financial management.

**DUTIES**

: The successful candidate will be responsible for supporting the Chief Executive Officer. Provide strategic direction and ensure the strategic positioning of the Operations Management Branch: Ensure the effective development of Operations Management strategies and plans in line with the strategic plans and objectives. Oversee the management of the Operations Management Branch; strategies and monitoring of the performance of the Branch. Oversee the management and development of strategies to improve the service delivery. Oversee and ensure provision of strategic leadership and expert advice on the interpretation and implementation of legislation and regulations relating to Operations Management Branch. Lead and ensure the design and implementation of high level Operational Plans with relevant Chief Directors / Directors and track national progress. Liaise with the Accounting Officer on matters that have strategic and financial implications. Oversee the establishment of partnership with all GPW Branches, external stakeholders, international stakeholders and other spheres of government in relation to Operations Management strategic matters. Manage the various functions within the Branch: Manage and lead production and technology research and development. Manage and lead the rendering of origination and design services to enable production of printed materials. Manage and lead customer printing orders, raw material management, finished good products and sales activities. Oversee the practice of good corporate governance and compliance pertaining to financial policies, legislations and regulations: Manage compliance with legislation, regulations, GPW policies and procedures. Oversee compliance with all audit requirements. Identify and monitor financial risks in relation to the projects and programmes. Ensure the development of quality and risk management frameworks, standards and practices with Chief Directors / Directors. Draft reports that are required by Minister or delegated authority. Ensure the implementation of national norms and standards where applicable. Ensure adherence and implementation of statutory prescripts and the Code of Conduct for the Public Service. Manage Resources (Human, Financial and Physical) within the Branch. Report on the performance of the branch against operational plan, business requirements and targets. Develop and implement the work plan for the branch and ensure effective prioritisation and resources. Provides information relative to the identification and development of objectives, goals, and strategy relative to individual functional area. Implement effective talent management processes within the branch (attraction, retention, development). Manage the implementation of compliance performance management system. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage the financial resources of programmes, asset management and projects of in accordance with PFMA and supply chain and procurement framework. Ensure effective promotion and practice of good corporate governance and compliance pertaining to financial policies, legislations and regulations: Ensure good governance within the Branch in line with the King Report and other related legislation. Ensure effective management of compliance with legislation, regulations, GPW policies and procedures within the Branch. Ensure compliance with all audit requirements within the Branch. Represent the Branch and GPW at strategic, management and other government forums. Ensure the development of quality and risk management frameworks, standards and practices with Chief Directors / Directors. Draft or delegate and submit reports that are required or delegated by Ministry, CEO or other Branches.

**ENQUIRIES**

: Ms. MM Modise Tel No: (012) 748 6239

**POST 26/38**

: **GENERAL MANAGER: MANUFACTURING AND ENGINEERING REF NO: GPW22/18**  
Job Purpose: To ensure the overall management and control of the Manufacturing and Engineering function.

**SALARY**

: R1 544 415 per annum, (Level 15), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules

**CENTRE REQUIREMENTS**

: Pretoria  
: Relevant Industrial Engineering/Production Management/ Operations Management / Business Management at NQF 7 qualification as recognized by SAQA and a post graduate NQF level 8 qualification. 8 - 10 years' experience in production / operations management/ manufacturing environment at a senior management level. Understanding of all relevant manufacturing and production practice Expertise in factory management.

Understand the PFMA and Treasury Regulations, Intermediate. Understanding of Good Corporate Governance principles (King Report). In-depth knowledge of printing / manufacturing / business operational processes and relevant legislation and policies. Key Competencies: Strategic capability and leadership, including strategic planning and management, Performance optimisation innovation, Client orientation and customer focus, People management and empowerment, Programme and project management, Knowledge and information management, Problem solving and analysis, Policy analysis and development, Dealing with pressure and setbacks. Financial management.

**DUTIES**

: The successful candidate will be responsible for supporting the Chief Executive Officer. Provide strategic direction and ensure the strategic positioning of the Manufacturing and Engineering Branch: Ensure the effective development of Manufacturing and Engineering strategies and plans in line with the strategies plans and objectives. Oversee the management of Manufacturing and Engineering strategies and monitoring of the performance of the Branch. Oversee the management and development of strategies to improve the service delivery. Oversee and ensure provision of strategic leadership and expert advice on the interpretation and implementation of legislation and regulations relating to Manufacturing and Engineering. Ensure effective definition of the performance measures in order to evaluate the success of the branch strategic objectives. Lead and ensure the design and implementation of high level Operational Plans with relevant Chief Directors / Directors and track national progress. Liaise with the Accounting Officer on matters that have strategic and financial implications. Oversee the establishment of partnership with all GPW Branches, external stakeholders, international stakeholders and other spheres of government in relation to Manufacturing and Engineering strategic matters. Manage the various functions within the Branch: Manage and provide leadership of the high security printing function. Manage and provide leadership of the security printing function. Manage and provide leadership commercial printing function. Manage and provide leadership of the engineering / equipment maintenance function. Manage and provide leadership on best practice methods and international requirements in the printing industry. Oversee the practice of good corporate governance and compliance pertaining to financial policies, legislations and regulations: Manage compliance with legislation, regulations, GPW policies and procedures. Oversee compliance with all audit requirements. Identify and monitor financial risks in relation to the projects and programmes. Ensure the development of quality and risk management frameworks, standards and practices with Chief Directors / Directors. Draft reports that are required by Minister or delegated authority. Ensure the implementation of national norms and standards where applicable. Ensure adherence and implementation of statutory prescripts and the Code of Conduct for the Public Service. Manage Resources (Human, Financial and Physical) within the Branch: Report on the performance of the Branch against operational plan, business requirements and targets. Develop and implement the work plan for the Branch and ensure effective prioritisation and resource planning. Agree on training and development needs of the Branch. Provides information relative to the identification and development of objectives, goals, and strategy relative to individual functional area. Implement effective talent management processes within the Branch (attraction, retention, development). Manage the implementation of compliance performance management system. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage the financial resources of programmes, asset management and projects of in accordance with PFMA and supply chain and procurement framework. Ensure effective promotion and practice of good corporate governance and compliance pertaining to financial policies, legislations and regulations: Ensure good governance within the Branch in line with the King Report and other related legislation. Ensure effective management of compliance with legislation, regulations, GPW policies and procedures within the Branch. Ensure compliance with all audit requirements within the Branch. Represent the Branch and GPW at strategic, management and other government forums. Ensure the development of quality and risk management frameworks, standards and practices with Chief Directors / Directors. Draft or delegate and submit reports that are required or delegated by Ministry, CEO or other Branches.

**ENQUIRIES**

: Ms. MM Modise Tel No: (012) 748 6239

**OTHER POSTS**

**POST 26/39**

: **SENIOR LEGAL ADMINISTRATION OFFICER: CONTRACTS (MR-6) REF NO: GPW 22/19**  
Re-Advertisement: Candidates who previously applied for this post must re-apply

**SALARY**

: R480 927 – R1 157 940 per annum, (salary to be determined in accordance with experience as per OSD salary determination)

- CENTRE REQUIREMENTS** : Pretoria  
: Bachelor's degree in LLB (NQF 7) as recognized by SAQA coupled with at least 8 years proven post qualification legal experience. A valid driver's license. Basic understanding of legislation applicable to the Public Service including through knowledge of National Treasury prescripts, LRA, PSA and regulations. Ability to draft comprehensive and well researched legal opinions. Ability to draft, review, legal/investigative memoranda, Standard Operating Procedure and policies. Good interpersonal, verbal and written communication skills are essential. This post requires an independent thinker who can work without supervision all the time. An admission as an Attorney or Para-legal training/ experience will serve as an advantage
- DUTIES** : The successful candidate will perform the following duties: render legal advisory services. Provide legal advice and guidance to department. Drafting and vetting of contracts. Memorandum of understanding and Service Level Agreements. Provide well researched legal opinions and advice in complex matters relating to the operations of the department. Maintain the contingent liability register for the organization. Manage the resolution of legal disputes and liaising with external legal professionals. Compile instructions to external consultants, State Attorneys and manage the progress until finalization. Provide legal intervention in the vent of breaches of contracts or legal disputes including contract cancellation, ensure compliance with legislations, regulations, policies and frameworks and undertake legal research to provide sound legal services to the department. Keep stakeholders up to date with progress of cases in court, legal drafting and drafting of contracts, Service Legal Agreement and Memorandum of Understanding.
- ENQUIRIES** : Ms CA Dreyer Tel No: 012 764 3932
- POST 26/40** : **SENIOR LEGAL ADMINISTRATION OFFICER: LITIGATION (MR-6) REF NO: GPW 22/20**  
Re-Advertisement: Candidates who previously applied for this post must re-apply
- SALARY** : R480 927 – R1 157 940 per annum, (salary to be determined in accordance with experience as per OSD salary determination)
- CENTRE REQUIREMENTS** : Pretoria  
: Bachelor's degree in LLB (NQF 7) as recognized by SAQA coupled with at least 8 years proven post qualification legal experience. A valid driver's license. A thorough understanding of administrative law, criminal law, criminal procedure, law of evidence, investigative system and procedures are essential for consideration for appointment. Ability to draft legal/investigative memoranda, Standard Operating Procedures and policies. Good interpersonal, verbal and written communication skills are essential. This post requires an independent thinker who can work without supervision all the time. An admission as an Attorney or Para-legal training/ experience will serve as an advantage.
- DUTIES** : The successful candidate will perform the following duties: render legal advisory service. Provide legal advice and guidance to the department. Render labour litigation advisory services and represent the department in labour court litigations. Provide legal sound written opinions, ensure compliance with legislations, regulations, policies and frameworks, facilitate the appointment of specialist legal representation to manage the prosecution of high level and sensitive cases, representing the department in civil and labour litigation and undertake legal research to provide sound legal services. Keep stakeholders up to date with progress of cases.
- ENQUIRIES** : Ms CA Dreyer Tel No: 012 764 3932
- POST 26/41** : **SENIOR ADMINISTRATIVE OFFICER REF NO: GPW 22/22**  
Re-Advertisement: Candidates who previously applied for this post must re-apply
- SALARY** : R321 543 per annum (Level 08)
- CENTRE REQUIREMENTS** : Pretoria  
: A National Diploma (NQF 6) or Bachelor's degree as recognized by SAQA with at least 3 years' experience in administrative support. Computer literacy, good interpersonal relations, excellent communication and organizing skills. Ability to work with confidential information. Multitask and work independently.
- DUTIES** : The successful candidate will perform the following duties: execute a variety of administrative tasks in order to render administrative support to the Directorate Legal Services, draft memoranda and submissions. Respond to incoming calls effectively and efficiently. Attend to queries and customer complains promptly. Provide record management and filing services. Ensure the effective flow of information to and from the office. Receive and register incoming correspondence. File and safe keep documents in line with the file plan, other relevant practice and regulations. Register and

distribute outgoing correspondence, maintain the confidentiality of documents. Attend to clients and visitors.

**ENQUIRIES** : Ms CA Dreyer Tel No: 012 764 3932

**POST 26/42** : **LEGAL ADMINISTRATION OFFICER (MR1-5) REF NO: GPW 22/21**  
Re-Advertisement: (Candidates who previously applied for this post must re-apply)

**SALARY** : R201 387 – R926 193 per annum, (salary to be determined in accordance with experience as per OSD salary determination)

**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor's degree in LLB (NQF 7) as recognized by SAQA coupled with at least 8 years proven post qualification legal experience. A valid driver's license. Experience preferable in commercial litigation, property law/conveyancing and contract drafting matters. Ability to provide written and verbal legal opinions. Legal research and drafting skills. Ability to interpret legislation. Creative legal thinking and problem solving skills. Good verbal and written communication skills as well as presentation skills. Ability to work independently and function as a member of a team when required. Good client's relation skills, computer literacy. Admission as an attorney or an advocate will serve as an added advantage.

**DUTIES** : The successful candidate will perform the following duties: conduct relevant research and provide written and verbal legal opinions. Scrutinize and provide inputs in respects of documents with legal implications, including corporate policies. Interpret and edit a wide variety of legal documents such as contracts and guarantees in order to protect the interests of the department. Drafting and vetting of contracts, Memorandum of understanding and Service Level Agreement. Maintain the contingent liability register for the organization. Provide litigation advisory services for the department. Provide accurate and well researched legal opinions and advice. Advising and dealing with general Public Service policy issues, ensuring compliance with legislation and keeping abreast of legal developments and conducting research on the law. Refer matters to and liaise with State Law advisors and State Attorney. Perform any other legal duties as may be assigned by the senior manager or delegated official.

**ENQUIRIES** : Ms CA Dreyer Tel No: 012 764 3932