

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** : 05 September 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form can be downloaded at www.dpsa.gov.za/vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being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. 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, 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/trainingcourse/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 31/65** : **CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: GPW22/23**
- SALARY** : R1 269 951 per annum (Level 14), (an all-inclusive remuneration 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 Financial and/or Business Management NQF 7 Qualification PLUS 5 - 10 years' experience in the relevant discipline at senior management level within the relevant sector. Knowledge of applicable National policies and legislation is required, including: Public Finance Management Act and Treasury

Regulations, Construction Industry Development Board Act, Public Service Regulatory Framework, Public Finance Management-best practices, National Treasury Guideline documents, Performance budgeting-best practices and guidelines, extensive working knowledge of the public sector, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Access of information Act and Administrative Justice Act, GIAMA Act, GAAP. Skills: Strategic leadership. Programme and Project management Problem solving and analysis. People management. Excellent interpersonal. People management. Ability to interpret and implement policies and meet deadlines. Knowledge of government policies and procedures, regulations and amendments. Financial management. Supply chain management and Change management. Knowledge of the public finance management Act, public service regulations, national treasury regulations, guidelines and directives, preferential procurement policy, government supply chain management framework, government financial system (PERSAL and GRAP). Report writing skills. Dedicated, approachable, hard-working and trustworthy. Ability to communicate at all levels. Administrative and management knowledge. A valid driver's license (with exception of persons with disabilities).

DUTIES

: Provide leadership and strategic direction in the supply chain business unit. Provide leadership and high-level strategic direction and policy. Manage overall performance of the chief directorate against agreed service delivery standards. (Including reporting on annual performance and operational performance plans). Management of sourcing strategies for production, asset acquisitions, and procurement for internal clients. Ensure Inventory Control Management of the GPW. Provide strategic management support on store management. Facilitate GPW asset management (Including maintaining electronic asset register). The Management of outsourced contract printing. Manage the provision of logistics management services. Facilitate an effective and efficient demand management framework. Manage and oversee the overall management and monitoring regarding supply chain compliance (Governance). Manage SCM contractual obligations of the GPW with other stakeholders. Develop, review and ensure the implementation of the GPW policies, procedures, systems and controls. Foster effective relationships with all external and internal stakeholders (i.e Facility management). Facilitate the development and implementation of SCM internal control measures. Formulate and manage the component's budget against its strategic objectives. Monitor the development of the procurement plan. Facilitate implementation of reform as prescribed by National Treasury. Ensure invitation, evaluation and adjudication of bids in accordance with relevant prescripts. Management of the bidding process & ensure bid compliance to procurement policy and PFMA. Review and evaluate statistics on bids awarded. Review the risk management framework and policy. Monitor the facilitation of risk assessment process & developing project plan to mitigate risks. Facilitate meetings with key internal stakeholders e.g. IT (review and maintenance of system). Ensure payments are conducted timeously to suppliers. Coordinate Memorandum of Understanding and Service level agreements. Coordinate the SCM internal and External audit. Provide management information, statistics and reports to all relevant stakeholders. Advice the Chief Financial Officer (CFO) on all supply chain management related matters. Any other related ad hoc activities that the employer may reasonable require.

ENQUIRIES

: Mr I Van der Merwe Tel No: (012) 748-3966

POST 31/66

: **DIRECTOR: CONTRACT MANAGEMENT AND PRINTING REF NO: GPW 22/24**

SALARY

: R1 073 187 per annum (Level 13), (an all-inclusive remuneration package)structured as follows: 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 REQUIREMENTS

: Pretoria
: A senior Certificate or equivalent qualification Plus completed apprenticeship/internship in the printing trade. A minimum National Diploma/Bachelor's degree (NQF level 7) as recognised by SAQA in Logistics/ Procurement/Supply Chain Management/Finance. 5 years' middle / senior management experience within the contract management or contract printing management environment In

depth knowledge of printing operations, planning (estimating) and/or the management of contracts Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. Competencies and skills: Problem solving Analytical thinking. Good verbal and written communication skills Interpretation and Implementation skills willingness to work long hours. Travelling may be required Financial Management. Strategic Capability and Leadership.

DUTIES

: Provides a vision, sets the direction for the unit and inspire others to deliver on the organisational mandate Participates in defining the organisational strategy, contributes with unit expertise and supports the development of plans that deliver on the organisational mandate Manage the contract printing Section Check work and quotations from planners. Liaise with outside contractors and government departments (national and provincial). Ensure effective service delivery to internal and external requirements and monitor the Unit's performance against Service Level Agreements and KPIs Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation Ensure effective convening and operation of bid and adjudication committees in accordance with stipulated legislation Manage the development of submissions and recommendations to the Bid and Adjudication Committees. Monitor processing for irregularities and ensure the implementation of effective counter corruption measures Ensure effective maintenance of contract and supplier database in conjunction with Strategic Supplier Managers and Commodity Managers Monitor that compliance with all relevant legislation and GPW policies and procedures is delivered within the unit and addresses non-compliance and concern. Contribute to developing and enhancing good governance practices within GPW by identifying areas for improvement, making recommendations and implementing approved changes as required. Ensure effective maintenance of contract and supplier database in conjunction with Strategic Supplier Managers and Commodity Managers Review service provider contracts yearly.

ENQUIRIES

: Mr I Van der Merwe Tel No: (012) 748-3966

OTHER POSTS

POST 31/67

: **DEPUTY DIRECTOR: INTERGRITY MANAGEMENT AND INVESTIGATIONS REF NO: GPW22/25**

SALARY CENTRE REQUIREMENTS

: R882 042 per annum (Level 12), (an all-inclusive remuneration package)
 : Pretoria
 : A three-year National Diploma (NQF level 6) in Security Risk Management / Forensic/ LLB/Criminal Justice. A Degree in the mentioned fields will be an added advantage. Appropriate experience of at least ten (10) years in the Security vetting or fraud and corruption/ Forensic field, three (3) years in the middle management level. A valid driver's license. Experience in Security Management including vetting and investigations or forensic. The successful candidate is expected to work long hours and travel as and when required. Must have a valid driver's license. Have knowledge of National Personnel Security Vetting Policy Guidelines, Minimum Information Security Standards and National Vetting Frameworks. Have understanding of the following legislations; Protected Disclosure Act, Protection of Information Act, Protection of Personal Information Act, Prevention of Organised Crime Act, Criminal Procedures Act. Generic Competencies: Planning, organizing and coordination. Problem solving & decision making. Project management. Client orientation and customer focus. Communication (verbal and written).

DUTIES

: Lead and manage the implement of security vetting and screening strategies, principles and practice of GPW. Ensure that security vetting database is implemented. Ensure establishment of the Vetting Field Unit (VFU) and Personal Suitability Check systems (PSC) at GPW. Provide management of vetting files and submissions to State Security Agency (SSA). Manage security screening of the Service Providers at GPW, by collaborating with SCM. Manage and implement fraud and corruption prevention strategies, plan and procedures. Provide quarterly and Annual Fraud and Corruption Reports to the EXCO and Risk Committee. Manage and update the fraud risk register of

GPW. Conduct security vetting and, fraud and corruption awareness campaigns to inculcate the ethical culture of compliance at GPW. Provide management of all investigations in terms of security incidents, fraud and corruptions allegation at GPW. Develop and implement security investigations and response plan and procedures. Provide comprehensive reports and recommendations on all investigated incidents/breaches/allegations. Ensure protection of whistleblowers of fraud and corruptions allegations at GPW. Develop and implement an incident tracking database system for collection, collate, analysis and distribution of the intelligence. Liaise with stakeholders both internally and externally. Provide management of people leadership and resources allocated to the Sub-Unit: Integrity Management and Investigations. Mr D Legoabe Tel No: (012) 748-6176

ENQUIRIES

POST 31/68

DEPUTY DIRECTOR: HRD TRAINING AND DEVELOPMENT (TALENT MANAGEMENT), CHIEF DIRECTORATE: HUMAN RESOURCES REF NO: (GPW 2022/26)

Job Purpose: To manage Human Resources Development Services within the Department.

SALARY CENTRE REQUIREMENTS

R744 255 per annum (Level 11)
Pretoria

An appropriate recognized bachelor's degree/Advanced Diploma (NQF 7) in Human Resource/ Human Resource Development/ Management of Training or equivalent qualification with five (5) to seven (7) years' experience in Training and Development programmes, development and implementation of Workplace Skills Plans, Management and implementation of HRD implementation plans; Management of internal bursary scheme and Youth Development Programme/s with at least three (3) years' experience of functional experience at the Junior Management level in Training and Development environment. Ability to render Training and Development-related advisory services. Good presentation, facilitation and problem solving skills. Time Management, Planning and Organizational skills. Ability to conduct basic research, understanding of training-related legislation including the Skills Development Act and/ or other related policies and procedures. Excellent interpersonal skills and ability to function both independently and as part of a team, ability to handle pressure, good communication skills (writing and verbal). Computer literacy in MS Office. A valid driver's license.

DUTIES

Conduct training needs analysis. Manage the Development and implementation of the Workplace Skills Plan (WSP), and Annual Training Reports. Develop the HRDSF implementation plans, Coordinate and implement training interventions in line with the identified needs and special requests. Coordinate the development and submission of monthly, quarterly and annual reports to stakeholders. Coordinate and provide secretarial support to the Skills Development and Training Committee. Develop and Review Policies Manage and Facilitate the Internal Induction and Orientation programmes. Facilitate the Compulsory Induction Programme (CIP). Develop and facilitate the basic training programmes internally Management of bursary, graduate, Learnerships and Apprenticeship Programmes. Manage the implementation of the Recognition of Improved Qualifications. Execute all other relevant training and skills development programmes.

ENQUIRIES

Ms. LL Mahlangu Tel No: (012) 748-6285

POST 31/69

ASSISTANT DIRECTOR: VETTING REF NO: GPW 22/27 (X2 POSTS)

SALARY CENTRE REQUIREMENTS

R477 090 per annum (Level 10)
Pretoria

A three-year National Diploma, NQF level 6 in Security Risk Management or related NQF level 6 qualification. Vetting Certificate (provided by SSA) is an added advantage. Appropriate experience of at least 5 -8 years as a Vetting Field Worker/officer. A valid driver's license. Experience in Security Management including vetting and screening of the employees and service providers. The successful candidate is expected to work long hours and travel as and when required.

DUTIES

Assist with the implementation of security vetting and screening of the employees and service providers in the organisation: Ensure employees are vetted and re-vetted at all material times. Ensure that pre-employment

screening of potential candidates is conducted and reports submitted to Human Resources. Assist with security screening of the service providers appointed or due to be appointed by the organisation, and collaborate with SCM. Facilitate the implementation of security vetting database as prescribed by State Security Agency (SSA), and keep it updated at all material times. Compile and submit reports and vetting files to management. Assist with the management of vetting files and submissions to State Security Agency (SSA). Facilitate and conduct vetting fieldwork investigations in the organization: Facilitate vetting request, confirm affidavits and completeness on documentation, assess risk profile of each request. Facilitate and schedule interviews with relevant references, as per individual vetting needs. Conduct proper analysis and quality check on relevant information provided by business units. Collect all applicable vetting information related to security consciousness of employees (existing and new). Build and maintain relationship with various stakeholders (Internal and External). Participate in the development of policies, guidelines, norms and standards, Undertake researches on latest vetting related trends and policies. Liaise regularly with SSA and other critical stakeholders for advice, assistance and to obtain information. Establish and promote relationships with external stakeholders, including, credit information providers, to access information. Ensure proper control and management of assets and resources.

ENQUIRIES : Mr D Legoabe Tel No: (012) 748-6176

POST 31/70 : **TRAINING OFFICER REF NO: GPW22/28**

SALARY : R261 372 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : A 3-year National Diploma in Human Resource Management / Human Resource Development/Management of Training/Training and Development Management or equivalent qualification (NQF Level 6) plus 1-2 years' relevant experience in HRD. Travelling may be required. Extended working hours may be required. Ability to communicate with all levels of management.

DUTIES : The successful candidate will be responsible for administering training needs analysis and capturing skills audit/ needs analysis data. Collect and collate skills development requirements from the personal development plans. Provide input into the workplace skills plan based on the training needs. Source quotations from accredited training service providers. Prepare submissions for approval of training in line with training plan. Maintain and update the accredited service provider database. Administer internal bursaries. Engage with bursary holders to get results and status reports. File bursary documentation in line with filing protocols. Communicate training schedule and plan to line managers and staff members. Prepare training venues and source relevant materials, equipment and training tools. Coordinate logistical arrangements including catering, transport, accommodation etc. Conduct site visits, follow up and confirm attendance at training, identify anomalies and escalate as necessary. Capture intern's database and schedule mandatory training programmes and monitor attendance of interns. Coordinate intern and mentor meetings. Coordinate internal Induction Programme and CIP for newly appointed employees in the Department. Coordinate the delivery of the adult education and training with the service provider and also support AET learners and provide guidance on activities and assignments.

ENQUIRIES : Ms. L Mahlangu Tel No: (012) 748-6285

POST 31/71 : **ARTISAN (PRODUCTION) GRADE A (MECHANICAL) REF NO: GPW22/29 (X2 POSTS)**

SALARY : R193 512 per annum, (OSD)

CENTRE : Pretoria

REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship in Mechanical. Knowledge of commercial printing processes and Grade 12 will be an added advantage.

DUTIES : Ensuring of proper maintenance, installations, operation, repair and testing of commercial or mechanical printing equipment. Preventive maintenance of printing equipment. Adhere to all planned and corrective maintenance. Report any machine/ equipment deficiencies. Adhere to occupational health, safety practices and promote good housekeeping on an ongoing basis.

ENQUIRIES : Mr. K Rahlogo Tel No: (012) 748- 6312

POST 31/72 : **DRIVER MESSENGER REF NO: GPW22/30**

SALARY : R147 459 per annum (Level 04)

CENTRE : Polokwane Regional Office

REQUIREMENTS : Grade 10 or equivalent qualification. Valid driver's licence (Code EC). Grade 12 will be an added advantage.

DUTIES : Ensure the scheduled collection and delivery of stock, post, parcels and letters. Ensure the regular distribution of the above. Assist in cycle and annual stock counts. Assist with registry functions such as updating the remittance register. Ensure that display material on the notice-boards is updated regularly. Maintain and update relevant control registers for the messenger function. Fetch consumables and obtain quotations. File leave forms. Keep record of number of leave forms filed. Drive departmental officials, clients and visitors as may be requested. Maintain accurate and up to date schedule trip sheets; i.e. official trip logs, daily mileage, gas consumption. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Report incident and accidents timeously and compile vehicle condition report and other records required by Management. Assist and/or prepare outgoing mail/parcels for franking. Keep vehicles clean and good condition. Adhere to OHS principles.

ENQUIRIES : Ms. N Ndindane Tel No: (012) 764- 4080