

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.

<u>APPLICATIONS</u>	:	All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, Private Bag X85, Pretoria, 0001 or be hand delivered to: 149 Bosman Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. L Pale / Ms. V Maja, Human Resources Tel No: 012 764 3976 /012 764 3912
<u>CLOSING DATE</u>	:	26 September 2022 (16:00 noon)
<u>NOTE</u>	:	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form can be downloaded at www.dpsa.gov.za-vacancies , the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being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.

OTHER POSTS

<u>POST 34/69</u>	:	<u>DEPUTY DIRECTOR: RECRUITMENT REF NO: GPW 22/31</u>
<u>SALARY</u>	:	R744 255 per annum (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 /NQF Level 4 qualification and a 3-year National Diploma (NQF 6). Preferably a Bachelor's Degree (NQF Level 7) as recognized by SAQA in Human Resources Management/Public Administration or relevant qualification with 5 years' experience in the field of which three (3) years at Assistant Director Level within Recruitment.
<u>DUTIES</u>	:	Recruit staff by receiving and review requests from line management to fill positions and securing approval to proceed with advertising the posts. Draft the advertisement and secure approval from the line manager. Finalise the advert,

file and send for internal distribution, DPSA and service providers to advertise on the different platforms. Manage the application process by confirming that the application boxes are created and clearly marked and monitoring the allocation of applications in line with the specific positions and reference numbers. Review the applications checklist by confirming the data captured against the applications, identifying anomalies and implementing corrective action. Support the establishment of the selection panel including working with the line manager to identify the relevant members, preparing the panel motivation and securing approval of the panel. Schedule and coordinate the shortlisting meeting by communicating the dates and confirming that the meeting arrangements and preparation has been undertaken. Provide advice on the internal recruitment process, answer queries and provide guidance on policy implementation issues. Prepare the memo for the shortlisted candidates and submit for approval. Coordinate the interview dates by liaising with the panel members and confirming the appropriate times and communicating this to facilitate scheduling interviews. Confirm the interviews are schedule by liaising with the administrators, confirming that shortlisted candidates have accepted the invites and addressing any concerns. Prepare for the interviews by preparing interview questions, collating the interview packs and distributing these at the interviews. Participate in the interviews and communicate the outcome with the administrators including the successful and unsuccessful candidates. Support the appointment of candidates by preparing memos for the appointment of candidates and submitting for approval. Prepare an appointment offer for the successful candidate by securing approval for the proposed salary, drafting the offer and submitting it for approval before sending to the successful candidate. Present the offer to the candidate, answer queries related of the offer, draft appointment letters for candidates who accept the offer and follow up on securing signed appointment letters. Communicate new appointments internally by notifying the line managers and staff on the appointment and anticipated start dates. Oversee the communication to unsuccessful candidates. Answer any queries relating to recruitment by sourcing information and providing it as required. Develop and implement a recruitment strategy. Develop and implement the recruitment and selection Standard Operating Procedure (SOP). Supervise that all recruitment filing is undertaken and is accessible. Draft recruitment status reports by sourcing information and capturing into the required format. Draft any other reports as required. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Supervise and mentor staff. Manage the scheduling or works to ensure optimum efficiency and the allocation and planning of resources to ensure delivery within specification and timeframes

- ENQUIRIES** : Ms CA Dreyer, Tel: 012 764 3932
- POST 34/70** : **OFFICE MANAGER: OFFICE OF CHIEF FINANCIAL OFFICER REF NO: GPW22/32**
- SALARY** : R744 255 per annum (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate 3-year National Diploma/Degree in Administration or equivalent qualification (NQF Level 6). 5 years' experience reporting to a Senior Manager, providing an administrative support service of which three years should be at junior management level. Valid driver's licence (Code B). Traveling may be required and be able to work extended working hours. Ability to communicate with all levels of management. Have a demonstrated experience and ability to provide office management service at a Senior Manager. Have extensive knowledge and understanding of public service policies and procedures. Have working knowledge of the functioning of travel and subsistence procedure. Good computer skills. Have a massive knowledge of financial management. Ability organise/ prioritise tasks and effectively manage time. Good communication and interpersonal skills. Quality and continuous improvement oriented. Ownership and accountability. Service delivery innovation. Good telephone etiquette and knowledge of project management.
- DUTIES** : Execute research, analysis, analyse information and compile complex documents for the General Manager (GM). Source information and compile

comprehensive documents for the GM with regard to issues emanating from meetings. Compile memorandum as required, as well as scrutinizing submissions/ reports. Make notes and recommendations to present to the GM. Draft responses for submission to internal and external stakeholders. Co-ordinate, follow up and compile reports of a transverse nature for the GM and advice/ sensitize the GM on reports to be submitted, and compile presentations and speeches for the GM. Liaise with stakeholders to ensure integration of programs. Scrutinize documents to determine actions/ information/ documents required. Collect and compile information for the GM with regard to issues that needs 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 the agenda of meeting chaired by the GM and ensure circulation of accompanying memoranda. Co-ordinate the performance agreements/ assessments and financial disclosures pertaining to Branch. Scrutinize documents to determine actions/ information/ documents required. Collect and compile information for the GM with regard to issues that needs to be discussed Record minutes/ resolutions and communicate/ disseminate to relevant role players, follow up on progress made and prepare briefing notes. Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc. Co-ordinate the performance agreements/ assessments and financial disclosures pertaining to the Branch. Co-ordinate parliamentary enquiries. Follow up with travel agencies on travel arrangements of the office. Put together an itinerary for business related travel. Ensure that all shuttle and flight arrangements are confirmed. Set up and maintain systems in the Office 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 the safe keeping of all documentation in the Office and manage the engagements of the GM. Determine and allocate information with regard to the budget needs of the Office. Keep record of expenditure commitments, monitor expenditure and alert the GM with regard to possible over and under spending. Act as a Responsibility Manager for the office and identify the need to move funds between items and compile submissions for this purpose. Monitor and evaluate the performance of the staff in the Office of the General Manager. Manage the human resource aspects related to the staff in the branch including the leave register, telephone accounts etc.

ENQUIRES : Ms. CA Dreyer Tel No: (012) 764 3932

POST 34/71

PERSONAL ASSISTANT (GPW22/33) (X6 POSTS)

SALARY : R261 372 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : A Certificate in Office Administration or relevant NQF level 4 equivalent is required. Five years' secretarial/pa experience reporting to a Senior Manager providing an administrative support service. Good computer skills. Be able to work extended working hours. Ability to communicate with all levels of management. Good knowledge of travel and subsistence procedure and good telephone etiquette. Ability organise/ prioritise tasks and effectively manage time. Good communication and interpersonal skills. Quality and continuous improvement oriented.

DUTIES : Ensures the effective flow of information and documents to and from the office or the Chief Director. Ensures the safekeeping of all documentation in the office of the Chief Director in line with relevant legislation and policies. Do monthly reports and management of reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the Chief Director. Responds to enquiries received from internal and external stakeholders. Filling of documents for the Chief Director and the unit where required. Collects, analyses and collates information requested by the Chief Director. Clarifies instructions and notes on behalf of the Chief Director. Ensures that travel arrangements are well coordinated and prioritize issues in the office of the Chief Director. Manages the leave register and telephone accounts for the unit. Handles the procurement of standard items like stationary, refreshments etc. for the activities in the office of the Chief Director. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Manage the diary and coordinate meetings for the Chief Director. Scrutinize documents to determine actions / information / other documents required for

meetings. Collects and compile with all necessary documents for the Chief Director to inform him/her on the contents. Record minutes/decisions and communicates to the relevant role-players, follow-up on progress made. Prepares briefing notes for the Chief Director as required. Coordinates logistical arrangements for meetings when required. Supports the Chief Director with administration and the managing of budget. Collects and coordinates all the documents that relate to the Chief Director's Budget. Keeps record of expenditure commitments, monitors, expenditure. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manger. Remains abreast with the procedures that apply in the office of the Chief Director.

ENQUIRES : Ms. CA Dreyer Tel No: (012) 764 3932

POST 34/72 : **STATE ACCOUNTANT: PAYROLL REF NO: GPW 22/34**

SALARY : R261 372 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : Degree or national diploma (NQF level 6) in finance related field with Public Finance Management and Administration, Cost and Management Accounting, Accounting or Related qualification. Minimum of 2 years relevant Salaries or Payroll experience as Accounting Clerk. Computer literate and strong excel. Knowledge and competencies: PERSAL, computer literacy skills specializing in Excel (spreadsheets) analytical and numerical abilities, communication skills (both written and verbal), planning and organizing skills, presentation skills, interpersonal skills, problem solving and decision-making skills and time management skills. Ability to work in a team. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Financial Manual.

DUTIES : Approval of Allowances and Deductions on PERSAL. Freezing of Salary and Reversal of Salary. Salary Recalls. Monitoring of Certified Payroll Certificates. Clearance of Suspense Accounts. Prepare and submit Annual and Bi-annual employees tax reconciliation. Responsible for Monthly Employees Tax Reconciliation, declaration and payments to SARS. Accumulating the Payments made outside PERSAL. Reprinting of Duplicate IRP5's. Issuing the Last Pay Certificate of Employees transferred to other departments. Interdepartmental claims. Employee's debt management. Supervision of Accounting Clerk. Liaising and rendering professional salary advice to clients within and outside the Department.

ENQUIRIES : Mr S Manthata Tel No: (012) 748 6365

POST 34/73 : **HR PRACTITIONER: RECRUITMENT REF NO: GPW 22/35 (X2 POSTS)**

SALARY : R261 372 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 /NQF Level 4 qualification and National Diploma (NQF 6) as recognized by SAQA in Human Resources Management/ Public Administration or relevant qualification. Three to five (3 – 5) years' experience in Human Resources Management Administration specifically in Recruitment. Knowledge of Recruitment and Selection processes. Knowledge and Understanding of Public Service Regulations and HRM prescripts. Problem solving skills. Computer skills. Interpersonal relations and team work skills. Ability to communicate with all levels of management. Extended working hours may be required.

DUTIES : Prepare various memos and documents pertaining recruitment and selection. Obtain approval for filling of vacant positions. Prepare adverts and related circulars. Manage application forms. Oversee that clerical staff number and capture applications received. Verify captured information. Conduct pre-shortlisting. Prepare shortlisting schedules. Administration of recruitment and selection processes. Liaise with line managers and obtain approval for selection panels. Arrange shortlisting meetings and inform all role players. Act as secretariat and prepare minutes and memos. Arrange for interview panels and inform candidates timeously. Make transport and other arrangements. Advise line managers. Responsible for record management of all recruitment and selection documents. Ensure that all documents are correctly filed per post

/ job advert and safely stored. Keep various reports up to date. Hand-over appointment information to Employee Administration and Benefits.
Ms. V Maja / Ms. L Pale Tel No: 012 764 3912 / 012 764 3976

ENQUIRIES :

POST 34/74 : **HUMAN RESOURCE CLERK: RECRUITMENT REF NO: GPW22/36 (X2 POSTS)**
(12 Months Fixed Term Contract Positions)

SALARY : R176 310 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 /NQF Level 4 qualification and a National Diploma in Human Resources Management. 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.

DUTIES : 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.

ENQUIRIES : Ms. V Maja / Ms. L Pale Tel No: 012 764 3912 / 012 764 3976

POST 34/75 : **SECURITY OFFICER REF NO: GPW22/37 (X2 POSTS)**

SALARY : R124 434 per annum (Level 03)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 /NQF Level 4 qualification and Grade 'C' PSIRA accredited certificate, Firearm proficiency/competency certificate in the handling of firearms. Be able to work rotational shifts system and to rotate around GPW premises. Valid driver's license. NKP certificate will be an added advantage. Knowledge: Basic knowledge and understanding of security services policies, procedures and practices as well as applicable legislation including, but not limited to, the National Key Points (NKP) Act and regulations, Occupational Health and Safety Act, 1993 (Act 85/1993), Control of Access to Public Premises and Vehicles Act, 1985 (Act 53/1985), Criminal Procedures Act, 1977 (Act 51/1977), Private Security Regulatory Authority Act, 2001 (Act 56/2001) and Firearms Control Act, 2000 (Act 60/2000).

DUTIES : Perform effective access control and searching for all visitors and contractors in line with GPW security policies and procedures. Complete and update relevant security registers accurately. Ensure proper access control for all visitors and contractors. Operating and manning of x-ray machines and walk through metal detectors. Administer and handling of firearms for safekeeping and in compliance with relevant legislation and procedures. Ensure all equipment (laptops, computers, equipment, etc.) coming in and out of the building are declared and registered. Conduct building inspections and patrols daily as per schedule. Report all security breaches to supervisor and record in the occurrence book. Conduct escort duties (escort of visitors, VIP's, contractors etc.) and perform evacuations and emergency drills during emergencies. Key control by opening and locking of offices in line with the organisational policy. Apprehend individual committing crime at GPW premises at the officer's discretion while waiting for the arrival of the South African Polices Services (SAPS).

ENQUIRIES : Mr. Hafani V Tel No: 012-748 6164