

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, Private Bag X85, Pretoria, 0001 or be hand delivered to: 149 Bosman Street, Pretoria.
- FOR ATTENTION** : Ms. L Pale / Ms. V Maja, Human Resources Tel No: 012 764 3976 /012 764 3912
- CLOSING DATE** : 14 November 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the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being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, 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). 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

- POST 41/33** : **DEPUTY DIRECTOR: ESTIMATION REF NO: GPW22/52**
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant qualification in Industrial Engineering, Costing, Business Administration an NQF 7 as recognised by SAQA. 7 years' experience, of which 4 years' experience is in printing estimation or Production estimation. Two (2) years middle management experience. Travelling may be required. Extended working hours may be required. Ability to communicate with all levels of management. Good computer literacy.
- DUTIES** : Compute cost factors and prepare estimates used for management purposes such as planning, organising, scheduling work and determining cost effectiveness. Predict the future cost of products. Ensure expenses are tracked through the life of the job ticket. Confer with management, clients, contractors,

and subcontractors on changes and adjustments to cost estimates. Assess the cost effectiveness of products or services, tracking actual costs relative to bids as the project develops. Set up cost monitoring and reporting systems and procedures. Conduct special studies to develop and establish standard hour and related cost data to effect cost reduction. Analyse blueprints and other documentation to prepare time, cost, materials, and labour estimates. Ensure preparation of cost, expenditure statements and other necessary documentation at regular intervals for the duration of the project. Oversee the review and updating of estimates after production. Ensure quality control and reduction of wastage. Consult with clients, vendors, personnel in other departments to discuss and formulate estimates and resolve issues. Manage compliance with all company policies and procedures. Complete required monthly reports. Manage the development, motivation and utilization of human resources to ensure competent knowledge base for the continued success of the department according to organizational needs and requirements. Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES : Mr V Ngobeni Tel No: (012) 748-6390

POST 41/34 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: GPW 22/53**

SALARY : R744 255 per annum, (an all-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : National Diploma (NQF 6)/ Bachelor's Degree (NQF7) in Business Management/ Business Administration/ Public Management is required. Five years' experience in a strategic environment, of which three years of this experience should be at an Junior Management (Assistant Director) level. Understanding of all relevant strategic planning and organizational performance management legislative framework, Service Delivery Improvement Plan (SDIP) regulations and prescripts.

DUTIES : Development of Strategic Plans and Annual Performance Plans for GPW. Facilitate strategic planning for GPW and the cascading of strategic objectives into Branches and Divisions. Align the GPW's strategy planning with business processes of the GPW. Ensure effective provision of strategic direction, leadership and expert advice to the institution with regard to the implementation of the Strategic Plan and Annual Performance Plan. Ensure effective definition of the performance measures in order to evaluate the success of the GPW's strategic outcomes. Facilitate development and implementation of annual operational plans. Ensure operational efficiency and service delivery improvement. Facilitate development and implementation of the Service Delivery Improvement Plan (SDIP) in the organisation. Facilitate the implementation of business/operational norms and standards. Provide guidance on the development of norms, standards, practices and tools to improve the service delivery. Formulate creative solutions with Executives to enhance cost effectiveness and efficiency in GPW. Ensure effective promotion and practice of good corporate governance and compliance pertaining to policies, legislation and regulation (Ensure good governance within the division in line with King Report and other related legislation. Ensure compliance with all audit requirements within the division. Represent the division and GPW at strategic, management and other forums. Draft or delegate and submit reports that are required or delegated by Ministry, Board, Portfolio Committee or other Branches.

ENQUIRIES : Mr. A Sibanyoni Tel No: (012) 748 6183

POST 41/35 : **DEPUTY DIRECTOR: PROPERTY AND FACILITIES MANAGEMENT REF NO: GPW 22/54**

Directorate: Facilities Management

SALARY : R744 255 per annum, (an all-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : Recognised National Diploma/Degree (NQF Level 6/7) in Property Management/ Facility Management PLUS 5-10 years functional experience in Maintenance environment, of which three years should be at Junior Management (Assistant Director) level. Knowledge of Public Service Regulatory Framework applicable to Properties and Facilities Management. Competencies and Skills: Property / Facility Management Skills. Financial Management. Analytical. Problem-solving skills. Presentation. Planning and

<u>DUTIES</u>	:	Organising. Communication (verbal and written). Computer literacy. Strong Submission and Report Writing Skills.
	:	Delegating cleaning and maintenance tasks to team members. Monitoring the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor recreation spaces. Performing routine maintenance on facilities and recommend repairs as needed. Scheduling routine inspections and emergency repairs with outside vendors. Ensuring proper security measures for the workplace, including collaborating with security system vendors or a team of security professionals. Maintaining day-to-day operations of facilities, such as delegating or completing maintenance orders. Creating reports on maintenance, repairs, safety and other occurrences for supervisors and other relevant staff. Preparing facilities for changing weather conditions. Collaborating with building owners and upper management on budgeting for facilities needs. Fostering a professional working environment. Managing janitorial duties. Ensuring adequate catering and vending services. Undertaking building and grounds maintenance. Installing and managing air conditioning services. Ensuring compliance with health and safety regulations. Managing waste disposal systems. Ensuring a constant security presence when service providers are onsite. Installing and maintaining adequate communications infrastructure. Managing parking facilities and ensuring space. Overseeing refurbishments and renovations.
<u>ENQUIRIES</u>	:	Mr E Louters Tel No: (012) 764 3970
<u>POST 41/36</u>	:	<u>SPECIALIST SYSTEMS ADMINISTRATOR (VIRTUAL INFRASTRUCTURE)</u> <u>REF NO: GPW22/55</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum (Level 11)
	:	Pretoria
	:	Grade 12 or equivalent qualification and a NQF level 6/7 National Diploma/Degree, in Information Technology/Information Management/ Business Informatics/Computer Science/Software Development as recognized by SAQA with 5 - 7 years' experience in ICT Support and a minimum of 3 years server support experience. VMware Certified Advanced professional design or deploy. Experience in migration tools (P2P, P2V, V2V, and V2P), Advanced technical knowledge of VMWare virtualization technologies (vCenter, vSphere, ESXi, DRS, vMotion, HA, vSAN), VMWare, VMWare View, VMware NSX, data backup (Veema) management and advanced experience with Storage Platforms (NAS, DAS, iSCSI, vSAN). Experience with LAN administration in a heterogeneous environment (Linux, Windows, VMware, Active Directory, and LDAP). ITIL Foundations certification will be an added advantage.
<u>DUTIES</u>	:	Manage problem and service tickets ensuring timely resolution to meet Service Level Agreements. Handle third level support calls. Provide advanced troubleshooting and problem resolution of the Virtualization Infrastructure. Responsible for Physical Hardware, HP Blade and ProLiant Servers deployment and management. Responsible for VMWare View administration and support 12 (Advanced). Administer all Virtual server hosts. Migrating data from old to new equipment during hardware refresh periods. Regularly check event logs. Manage Backups schedules and rotation of offsite storage check available media & disk space (Third level Capacity Planning). Manage Veeam and HP data protector administration. Create and schedule backup jobs. Restore of data as and when required. Test backups restores. Participate in Business Continuity Disaster Recovery. Configure and design the Virtual infrastructure in line with best practices and international standards. Ensure minimal systems downtime on the Virtual Infrastructure for all production systems servers. Monitor performance and resource utilisation across the virtual servers and storage. Clone and create server snapshots. Provide virtual servers as required. Ensure that Virtual server deployments aligns with license agreements. Patching Microsoft servers to harden the Operating Systems to avert risks and vulnerabilities. Build, install, configure, and maintain VMware products including ESXi servers, Hyper-converged systems, High Availability clusters and Virtual Centre.
<u>ENQUIRIES</u>	:	Mr K Thamaga Tel No: (012) 764 4075

POST 41/37 : **ASSISTANT DIRECTOR: INFORMATION AND EXAMINATION SECURITY REF NO: GPW22/56**
Directorate: Security Management

SALARY : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma or equivalent qualification (NQF Level 6) recognised by SAQA in Security Management/Criminal Justice. Grade A PSIRA. Computer Literacy. Valid Driver License. 4- 6 years' experience in information/or examination security/or document security and 2 years in supervision. Knowledge of security legislations. Knowledge of POPIA, Minimum Information Security Standard (MISS). Competencies and skills: Problem solving and analysis. Dealing with pressures and setbacks. Planning, organizing and time management.

DUTIES : Assist to manage, develop, implement, align and review information security policy and procedures. Ensure that Information Security Audit/Appraisal are conducted at regular intervals. Ensure Technical Surveillance Countermeasures (TSCM) are conducted in the sensitive areas and executive management offices. ICT Security Audit/assessments are conducted on the hardware and software infrastructure of the ICT system. Conduct after-hour inspections (office security). Assist to manage, develop, implement, align and review document security procedures and systems. Facilitate the implementation of proper classification system- applying category of information system. Develop and review Terms of References for establishment of the Classification System Committee. Assist to manage and enforce security safeguards to protect examination printing process. Identify a fit for purpose needs for deployment of security officers in the examination printing areas during printing, packaging and transportation. Plan and arrange security escorts to various destinations. Ensure that security escort guidelines/procedures are adhered to at all time by escort of security teams and escort of face value security documents to various clients. Assist to manage, develop, implement, and review shredding procedures and processes. Develop and implement the shredding procedures, to manage the spoilage and wastages of the sensitive materials. Ensure that shredding certificates are signed off in terms of shredding procedures.

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

POST 41/38 : **ASSISTANT DIRECTOR: PROTECTION SECURITY REF NO: GPW22/57**
Directorate: Security Management

SALARY : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma or equivalent qualification (NQF Level 6) recognised by SAQA in Security Management. Grade A PSIRA certificate. Computer Literacy. Valid Driver's License. 4- 6 years' experience in security operations and 2 years in supervision. Control of Access to Public Premises Act; Criminal Procedure Act; National Key Point Act; Trespass Act; Occupational health and safety Act and Minimum Physical Security Standard (MPSS). Competencies and skills: Problem solving and analysis. Dealing with pressures and setbacks. Planning, organizing and time management.

DUTIES : To provide management support with regards to the implementation of protective and physical security policies, procedures and processes. Develop standing orders, and ensure implementation and adherence thereto. Ensure that access control procedures are implemented and adhered to by all. Ensure that searching of persons is implemented, and adhered to by all. Ensure proper recording management, and safekeeping of such records in a proper and safe storage. Support the development of security investigation manuals. Ensure effective execution of baseline and continuous security assessment at the buildings and premises of the organisation. Assist with the implementation of National Key Point standards and compliance. Develop and implement the security assessment plan. Identify security risks and threats, and assess vulnerabilities, and implement the mitigation controls. Assist with the implementation of National Key Points standards and compliance. Assist with the implementation of protective and physical security control measures. Ensure management of fit for deployment of in-house security officers to protect and safeguard the buildings/or premises of the organisation. Develop and implement security patrol plan and checklists for use by Security

Supervisors and in-house security officers. Handle volatile situation with potential to cause harm to the organisation. Provide people management and leadership of people and resources in the Unit. Oversee the performance of the staff members, identify and address minor performance problems (escalate major performance, incapacity or misconduct matters to management). Direct staff in dealing with leave and other Human Resources administration requirements within the unit. Ensure that all team members have the tools, templates and relevant equipment to deliver on service requirements.

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

POST 41/39 : **ASSISTANT DIRECTOR: SECURITY SYSTEMS REF NO: GPW22/58**
Directorate: Security Management

SALARY : R382 245 per annum
CENTRE : Pretoria

REQUIREMENTS : National Diploma or equivalent qualification (NQF Level 6) recognised by SAQA in Information Technology/ Electronics Systems/ Electrical Engineering/ Security Systems/ Security Management. Computer Literacy. Valid Driver's License. 4- 6 years' experience in electronic security systems and 2 years in supervising teams. Knowledge of Security Systems standard, Codes and Prescripts. Competencies and skills: Problem solving and analysis. Dealing with pressures and setbacks. Planning, organizing and time management.

DUTIES : Ensure maintenance, repairs and installations of the security systems (technical/electronic). Manages repair and maintenance programme for technical security and access control systems to ensure maximum system uptime. Manages repairs and maintenance programme for electronic security systems such x-ray machines and walkthrough metal detectors. Manages the integration and upgrades of security systems in order to ensure that systems user-friendly and enables operations to run in an effective and efficient manner. Prompt response to all system failures and all security infrastructure (cameras, lighting, Intruder detection systems, access control and networks). Develop measures to ensure security of all systems including networks (physical and cyber security). Manage technology and security systems (technical/electronic) identification and research. Assess technology in the market and compatibility with the GPW security systems, in order to enhance functionality uptime. Design and develop technical security systems (including control room) architecture. Document the architecture of all security systems for future reference. Ensure interoperability of the security system into one platform. Manage security governance, compliance and risk management. Ensure that access control and security systems are aligned with evidence and information security standards. Provide end-user support including training on systems operation and functionality. Define process flows and oversee applications which manage the integration of security, access control and core business systems. Drafts, implements and manages Service Level Agreements (SLAs) for internal and external stakeholders. Perform monthly audit access control logs for all the datacentres. People Management and Leadership. Manage subordinates through Performance Agreement contracts. Ensure all staff are trained, skilled and that their expertise is optimally applied to ensure a positive and productive working environment with healthy staff morale.

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

POST 41/40 : **ASSISTANT DIRECTOR: FRAUD PREVENTION REF NO: GPW22/59**
Directorate: Security Management

SALARY : R382 245 per annum
CENTRE : Pretoria

REQUIREMENTS : National Diploma or equivalent qualification (NQF Level 6) recognised by SAQA in Security Management/ Criminal Justice/ Forensic/ Risk Management/ Internal Audit/ Law and Policing. Valid Driver's License. Computer Literacy. Membership of Association of Certified Fraud Examiners (ACFE) or a Certified Fraud Examiner will be an added advantage. Appropriate experience of at least 5 -8 years in a forensic/Fraud and Anti-corruption environment. Competencies and skills: Problem solving and analysis. Dealing with pressures and setbacks. Planning, organizing and time management.

DUTIES : Assist to manage, develop, and implement fraud and anti- corruption strategy, policies and procedures. Ensure the development, review and implementation of the Fraud and Anti-Corruption Strategy, Policies, and Plans, to address the

needs of the organization when dealing with the scourge of malfeasance and corruption. Ensure the implementation of the whistleblowing policy and procedures. Undertake researches on latest fraud and corruption trends and policies. Conducting anti-fraud and corruption awareness programs. Make presentations and conduct outreach activities on fraud and anti-corruption prevention and detection awareness campaigns to inculcate the ethical culture of compliance to all employees. Develop and implement the "PLDGER", to ensure management and employees do pledge against the scourge of corruption and malfeasance. Assist to implement fraud and anti - corruption prevention and detection strategies. Ensure the implementation of fraud and anti- corruption prevention and detection plans and procedures. Monitor and ensure investigation of all allegation of irregularities reported in the Public Service Commission Hotline number. Assist to manage fraud and anti-corruption governance, risk and compliance. Strict compliance to fraud and corruption Policy Guidelines. Prepare quarterly and annual anti-fraud and corruption report for the EXCO and Risk Committee. Develop and implement Fraud Risk Management register, ensure monitoring and update of the risk mitigation.

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

POST 41/41 : **ASSISTANT DIRECTOR: SECURITY ADMINISTRATION AND COORDINATION REF NO: GPW22/60**
Directorate: Security Management

SALARY CENTRE REQUIREMENTS : R382 245 per annum
: Pretoria
: National Diploma or equivalent qualification (NQF Level 6) recognised by SAQA in Security Management/ Criminal Justice). Grade "A" PSIRA certificate. Computer Literacy. 5 -7 year experience in the security and 2- 4 years security administration and coordination, governance and compliance. Competencies and skills: Problem solving and analysis. Dealing with pressures and setbacks. Planning, organizing and time management.

DUTIES : Provide security administration of the unit. Prepare and submit all correspondences (submissions, Z204 forms) of the Unit to internal and external parties. Prepare and submit report(s) in terms of the Unit. Manage security records and filing system of sensitive and non- sensitive documents of the Unit. Provide coordination and Liaison of Stakeholders (external and internal). Arrange contractual meetings with service providers in line with service level agreement compliance to achieve contract management obligations are met. Arrange and coordinate all Joint Planning Committee (JPC) Meetings. Arrange and coordinate visitors/ delegate visiting GPW to ensure security requirements and arrangements are met. To provide coordination of training, education and security awareness of the Unit. Prepare and deliver security training plan(s), education, and security awareness activities appropriate for the culture of the GPW and its employees. Evaluate the effectiveness of existing security training, education, and awareness program/activities. To provide coordination of security governance, risk and compliance of the Unit. Coordinate all updates pertain to security risk register, compliance register and provisioning of quarterly updates to the Risk Management Unit. Administer PSIRA compliance in terms of registration, payments, and removal of resignations, dismissal and so on. Assist with the implementation of Internal Audit Metrics, including all Audit findings. Ensure weekly, monthly and quarterly firearm audits are performed. To provide coordination of budget control and expenditures of the Unit. Assist with the budget control and expenditure of the unit. Assess monthly expenditure vs. the actual and report any variances to the Director. Ensure that SCM process are compliant with in all the security sourcing of equipment, aids, and services.

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

POST 41/42 : **ASSISTANT DIRECTOR: SECURITY INVESTIGATIONS REF NO: GPW22/61**
Directorate: Security Management

SALARY CENTRE REQUIREMENTS : R382 245 per annum
: Pretoria
: National Diploma or equivalent qualification (NQF Level 6) recognised by SAQA in Security Management/ Forensic Investigation/ Policing/ Law/ Criminal

Justice. PSIRA registered. Valid Driver's License. Computer Literacy (MS office package). Membership of Association of Certified Fraud Examiners (ACFE) or a Certified Fraud Examiner will be an added advantage. 4- 6 years' experience in performing complex investigations and forensic investigation analysis and 2 years practical supervisory experience. Knowledge and understanding of investigative techniques; Protected Disclosure Act; Prevention and Combating of Corrupt Activities Act; Treasury Regulations and all other relevant prescript. Competencies and skills: Problem solving and analysis. Dealing with pressures and setbacks. Planning, organizing and time management.

DUTIES : Undertaking investigations and implementation of investigation policies and framework. Assist to initiate investigation projects within the organisation and provide plans and strategies on how to conduct investigations. Coordinate information and monitor statistics with regards to investigations. Assist to conducts diverse, complex, and sensitive investigations into issues of fraud and corruption within the organization. Support the monitoring of quality and accuracy of output delivery by implementing periodic sampling and other tools. Implement the reporting and governance framework within the sub-directorate. Assist to manage investigations governance, risk, compliance.Coach and staff on compliance to all relevant regulatory, internal and external compliance requirements. Assist to provide reports and presentations of investigative results which enable and support fraud risk management decision-making. Facilitate civil recovery and criminal prosecution of the perpetrators, for any financial losses suffered by the organisation. Manage the turn-around times of all investigations. Establish and maintain relationships with stakeholders, in the forensic and investigation arena. Assist to provide intricate liaison with law enforcement agencies in the investigation and prosecution of criminal matters. Ensure proper people management and leadership. Assist to provide primary leadership, to include case review and case assignment, for all requests for investigative services. Ensure the effective utilisation of technology and technology infrastructure within the sub-directorate.

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

POST 41/43 : **ASSISTANT DIRECTOR: INVENTORY CONTROL REF NO: GPW22/62**
Directorate: Supply Chain Management

SALARY : R382 245 per annum
CENTRE : Pretoria

REQUIREMENTS : Recognised National Diploma / Bachelor's Degree (NQF level 6/7) in Inventory Management or Cost Accounting or relevant qualification PLUS 3 years related financial inventory management supervisory experience.

DUTIES : Perform Inventory Control duties such as managing and maintaining the company's material and stocked product inventory including stock profiles and stock locations. Ensure integrity and accuracy of the stock management system. Produce regular reports to ensure key critical areas of the stock system are controlled and any discrepancies addressed and resolved. Manage control measures to ensure mistakes, inaccuracies and discrepancies are highlighted, addressed and resolved. Monitor of items into inventory through purchase requisitions, adjustments, and transfers. Facilitates and monitor all inventory counts. Facilitates and Coordinate stocktakes, including performing detailed inventory audits and stock counts. Facilitates stock reconciliations of physical counts and highlights variances to the relevant warehouses and stores. Participate in scheduled and annual stock count, preparation of stock position reports and sign off records submission for further actions. Implement improvement processes and systems, GPW inventory policy and Treasury regulations. Write and maintain accurate written procedures for all main inventory control processes and functions. Improve inventory management processes, procedures and systems. Inventory accounting. Develop inventory analysis reports and analyzing variances. Reconcile inventory accounts to the general ledger and preparing monthly journal entries as needed. Provide general Supervision to employees to ensure sound inventory management. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Ms S Ramusi Tel No: (012) 764 3959

<u>POST 41/44</u>	:	<u>ASSISTANT DIRECTOR: ASSET ADMINISTRATION REF NO: GPW22/63</u> Directorate: supply chain management
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Recognised National Diploma/Bachelor's Degree (NQF level 6/7) in Accounting, Financial, Cost Accounting) PLUS 3 year related financial and asset management supervisory experience.
<u>DUTIES</u>	:	Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers. Receipt of all moveable assets. Perform quantity and quality control. Allocation of inventory and bar code to assets. Maintain asset register, including; acquisitions, maintenance management transfers and valuation. Monitor and review the allocation of assets to asset holders. Determination of the asset allocation according to categories policy and procedures of the department. Capturing of asset information on the inventory list (room list) of the asset holder. Issuing of asset and inventory list (room list) list to asset holder. The delivery of assets to the asset holder. Approval of the moveable asset register updates. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Monitoring assets for compliance with asset control prescripts. Prepare a monthly reconciliation with supporting schedules asset registers to the relevant accounting records. Provide report on variances, make necessary recommendations to resolve discrepancies. Update the asset register, in terms of GRAP requirements. Compile reports on the state of assets. Promote correct implementation of sound asset management practices by informing guiding and advising departmental employees on asset management matters; and contributing to the design and development of asset management systems, policies, strategic and annual physical asset management planning. Implementation and management of mechanisms to safeguard assets. Provide general Supervision to employees to ensure sound inventory management. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Address enquiries and provide advice and guidance on asset allocation and control.
<u>ENQUIRIES</u>	:	Ms S Ramusi Tel No: (012) 764 3959
<u>POST 41/45</u>	:	<u>SENIOR SCM OFFICER: ASSET ADMINISTRATION REF NO: GPW22/64</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Recognised National Diploma / Bachelor's Degree (NQF level 6/7) in Supply Chain Management or Logistics Management PLUS 3 years' experience in Asset/Logistics/Supply Chain Management.
<u>DUTIES</u>	:	Execute the bid/quotation process for all procurement thresholds in accordance with entity policies. Request quotations using the Central Suppliers Database. Evaluate quotations and provide update on the progress thereof. Prepare requisitions and purchase order and ensure it matches with the user's specifications and the budget has been confirmed. Ensure that purchase orders are approved, and placed with the relevant service provider/s. Ensure that procurement source documents are verified, captured and authorized in accordance with entity policies and procedures. Place order with the supplier and follow up on deliveries. Record and safekeeping of purchase orders awaiting delivery with entity policies; procedures and compliance with legislation. Ensure specifications/terms of reference and special conditions are administered in accordance with departmental policies and procedures. Provide administrative support in the bid/quotation process. Procurement of goods and services from suppliers in line with the GPW and National Treasury prescripts. Evaluate quotations according to Preferential Procurement Regulations. Report on supply chain management information as required in compliance with entity policies; procedures and applicable legislative requirements. Ensure that Supply Chain Management Information reporting is in accordance with entity policies; procedures and compliance with legislation. Coordinate and facilitate the monthly SCM reports on procurement of goods and services. Informing guiding and advising departmental employees on asset management matters. Contributing to the design and development of asset management systems, policies, strategic and annual physical asset management planning. Ensure implementation and management of

mechanisms to safeguard assets. Provide general Supervision to employees in the Unit.

ENQUIRIES : Ms S Ramusi Tel No: (012) 764 3959

POST 41/46 : **ISO QUALITY INSPECTOR REF NO: GPW22/6 (X4 POSTS)**
Branch: Operations Management
Fixed Term Contract for Period of One (1) Year

SALARY CENTRE REQUIREMENTS : R211 713 per annum, plus 37% lieu of benefits
: Pretoria
: Grade 12 Certificate and a National Diploma (NQF Level 6) in Engineering/Operations Management/Cost and Management Accounting as recognised by SAQA PLUS at least six months working experience at a production facility. Experience in participating in one of the production related projects or in any assignment requiring exposure to an entire workflow in a printing production facility. Experience in ISO based management systems implementation and certification requirements will be an added advantage. Be able to collect relevant data required to achieve the objectives on the management systems and their relevant ISO certification requirements. Competencies: Good communication (verbal and written) skills. Planning and organising skills.

DUTIES : Assist with collecting, verifying and analysing all required data, towards defining the ISO based management' system(s), specific for Government Printing. Assess management system goals and deliverables. Assess inputs or activities necessary to achieve the defined deliverables. Assess requirements towards the input of the management systems as required. Engage with personnel as required. Assess requirements to sustain and support the implemented management systems.

ENQUIRIES : Mr. S Ngubane Tel No: (012) 748 6344

POST 41/47 : **ACCOUNTING CLERK: ACCOUNT PAYABLE REF NO: GPW22/66**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
: Pretoria
: A Grade 12 certificate with Accounting. A Tertiary qualification with Financial Accounting will be an advantage. 1-2 years' working experience in finance. Understanding of ERP system. Understanding of the Public Finance Management Act and Treasury Regulations. Computer literacy with good knowledge of AX system. Good communication skills. Problem-solving skills. Good interpersonal relations. Attention to detail.

DUTIES : Receiving, recording and validating incoming invoices. Capturing of invoices relating to purchase orders on AX system. Capturing invoice journals (sundry invoices) that relates to services e.g. electricity, telephones, petty cash etc. Reconciliation of suppliers accounts monthly. Follow up on overdue and long outstanding invoices. Stamping of paid invoices. Filing all invoices paid and .reconciliation statements. Verifying bank details of new suppliers on safetyweb. Sending foreign suppliers invoices to National Treasury electronic or physically.

ENQUIRIES : Mr. Jerry Mulaudzi Tel No: (012) 748-6246

POST 41/48 : **STORES ASSISTANT REF NO: GPW22/67 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R147 459 per annum
: Pretoria
: Grade 12 or equivalent NQF qualification. Driver's License will be an added advantage. 3 – 5 years' driving experience working in supply chain/logistics/warehouse environment. Knowledge of the Public Service Regulatory Framework. Knowledge of internal procedures.

DUTIES : Perform Warehouse Operations which includes driving of departmental officials, clients and visitors as may be requested. Maintaining stock levels in stores. Assist clients by packing and unpacking stock out of the shelves. Assist clerks by filling up stock for easy access. Labelling of shelves. Deliver big orders to clients. Issuing and offloading of Stock. Assist customers during collection. Stock Control. Perform physical stock count and verification. Perform regular stock counts. React timeously to requests. Taking/delivering documents to Head Office. Collecting and distributing of documents. Customer Service. Resolve administrative departmental queries. React timeously to

requests. Assist in the Section. Perform other activities as required to achieve the goals of GPW. Adherence to health and safety standards. Undertake any appropriate training as required by the GPW. Maintain clean and orderly working environment and ensure that goods are packed in carriers/boxes.
Ms M Toka Tel No: (012) 7748 6316

ENQUIRIES

POST 41/49

DRIVER MESSENGER: OFFICE OF CHIEF EXECUTIVE OFFICER REF NO: GPW22/68

SALARY

R147 459 per annum (Level 04)

CENTRE

Pretoria

REQUIREMENTS

Senior Certificate or equivalent with appropriate experience. Driver's license. The following will serve as recommendations: Minimum Information Security Standards (MISS Act). Technical skills: Ability to maintain integrity of confidential information. Able to prioritise. Must have basic communication (verbal and written) skills. Basic numeracy and computer literacy. Interpersonal relation skills.

DUTIES

Deliver and collect documents to and from stakeholders, deliver documents promptly and obtain signatures from recipients. Work as a Messenger. Report any defaults to the Transport Officer. Take vehicles to dealers for service and repairs. Provide driving services to staff that need to be transported on official trips. Wash and keep vehicles clean and tidy. Ensure sanitisation of vehicles before and after every trip. Ensure that all relevant documents are recorded and maintained according to legislative prescripts. Perform basic administrative duties.

ENQUIRIES

Mr. L Makgolane Tel No: (012) 764 4082

POST 41/50

ARTISAN (TEMPORARY PRODUCTION): FACILITIES MANAGEMENT REF NO: GPW22/69 (X5 POSTS)

(Fixed-Term Contract for Period of One (1) Year

SALARY

R126 789 per annum, (OSD) minimum notch for Artisan (Temporary Production), plus 37% lieu of benefits

CENTRE

Pretoria

REQUIREMENTS

A minimum of Grade 8, Grade 12 will be an added advantage. Proven three-five years relevant experience. Understanding of the technical or professional aspects of the job; Planning and organizational skills; Problem solving skills; Good communication (Oral and written) and interpersonal relations; Creativity and innovation. Candidates that will be invited for the interview will be subjected to technical assessment. Ability to work with hardware tools and power equipment.

DUTIES

Installation inspections, Diagnosing faults, Testing, Replacement, Repair and maintenance of building fixtures and fittings. General plumbing including washers, taps, unblocking toilets and stacks. General carpentry such as hanging doors, new locks, architraves, window frames, assembling furniture, replacing handles and similar hardware. Moving of furniture and filing racks. General welding. General tiling – floors and walls; flooring work, such as carpet tiles. General painting & decorating. Minor electrical maintenance; day to day care and maintenance of the garden buildings. Regularly inspecting garden structures and undertaking minor repairs or advising Line Manager of any need to replace/rebuild. General garden carpentry such as assembling and maintaining furniture, replacing handles and similar hardware; immediately report problems/failures that may impact on the organisation and/or its clients/customers to Line Manager. Cleaning of gutters; putting up shelves and hanging of pictures

ENQUIRIES

Mr E Louters Tel No: (012) 764 3970