

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.

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form can be downloaded at www.dpsa.gov.za-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being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). 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. 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 45/90 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: GPW 22/71**

SALARY CENTRE REQUIREMENTS : R393 711 per annum (Level 09)
: Pretoria
: A 3-year National Diploma (NQF 6)/Degree as recognized by SAQA in Safety Management/Occupational Health or equivalent. Appropriate experience of 3 - 5 years in an Occupational Health and Safety (OHS) environment. Knowledge of OHS policy and programme development. Co-ordinate and facilitate the implementation of Occupational Health and Safety policies, programme and procedures. Knowledge of the implementation of the wellness workplace programmes and ISO standards. Knowledge of and working experience in Occupational Health and Safety environment , Risk control experience ideally gained in a manufacturing environment. A valid driver's license is essential. Computer literacy, excellent communication skills (verbal and written), Good interpersonal skills. Professional registration with OHS boards. Ability to work under pressure and display high assertiveness level, Attention to detail.

DUTIES : Develop and implement health and safety policies, systems of work procedures. Ensure that all Health & Safety policies procedures, rules and regulations are adhered to and reviewed regularly, updated and communicated. Ensure compliance to OHS regulatory requirements. Ensure appointment of all statutory obligations on health and safety in the workplace, including statutory training and reporting. Manage all Injury on Duty (IOD) for GPW. Conduct IOD incident investigation. Implement and monitor the safety programme. Driving the safety programme to reduce number of incidents, reporting on and proactively managing risk on site, conducting safety and risk audits. Conduct inspections. Ensuring adequate safety induction and risk related training.

ENQUIRIES : Ms. L Maswanganyi Tel No: (012) 748 6266

INTERNSHIPS PROGRAMME FOR YEAR 2023/2025

- APPLICATIONS** : All applications must be forwarded to: The Chief Directorate: 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** : 12 December 2022 (16:00 noon)
- NOTE** : The Government Printing Works (GPW) invites applications from qualifying applicants to participate in a Graduate Internship Programme in the 2023/2025 financial year. The 24 months' Internship is aimed at providing an opportunity work exposure to graduates. Applicants must be unemployed. Must be South African Citizens. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship in any Government or State Institution, failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. 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 Z83 Form, 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 qualifications will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Government Printing Works is under no obligation to employ the Graduates on completion of the programme.

OTHER POSTS

- POST 45/91** : **HUMAN RESOURCES REF NO: GPW2022/1 (X3 INTERNS)**
- STIPEND** : R6000.per month
- CENTRE** : Pretoria
- REQUIREMENTS** : A completed three-year National Diploma in HRM, Bachelor of Commerce in HRM / Bachelor of Art in Administration, Bachelor of Technology in HRM/Industrial Psychology.
- ENQUIRIES** : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947
- POST 45/92** : **MARKETING MANAGEMENT REF NO: GPW2022/2 (X2 INTERNS)**
- STIPEND** : R6000.per month
- CENTRE** : Pretoria
- REQUIREMENTS** : A completed three-year National Diploma in Marketing /Public Relations, Bachelor of Commerce in Marketing /Public Relations.
- ENQUIRIES** : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947
- POST 45/93** : **GRAPHIC DESIGN REF NO: GPW2022/3 (X1 INTERN)**
- STIPEND** : R6000.per month
- CENTRE** : Pretoria
- REQUIREMENTS** : A completed three-year National Diploma in ICT Systems/ BSc Information & Communication / Bachelor of Technology in Graphic Design.
- ENQUIRIES** : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947
- POST 45/94** : **SECURITY MANAGEMENT REF NO: GPW2022/4 (X2 INTERNS)**
- STIPEND** : R6000.per month
- CENTRE** : Pretoria
- REQUIREMENTS** : A completed three-year National Diploma in Security Management/ Bachelor of Technology in Security Management/Services.
- ENQUIRIES** : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/95 : **INFORMATION TECHNOLOGY REF NO: GPW2022/5 (X2 INTERNS)**

STIPEND : R6000.per month
CENTRE : Pretoria
REQUIREMENTS : A completed three-year National Diploma in ICT Systems /Bachelor of Technology in Information Technology / BSc in Information Technology.
ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/96 : **LEGAL SERVICES REF NO: GPW2022/6 (X1 INTERN)**

STIPEND : R6000.00 per month
CENTRE : Pretoria
REQUIREMENTS : A completed three-year National Diploma in Law/ LLB Degree/ Post Graduate Diploma in Labour Law.
ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/97 : **INVENTORY AND STORES: PASSPORT STORE REF NO: GPW2022/7 (X1 INTERN)**

STIPEND : R6000.per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Commerce in Financial Management/ Bachelor of Commerce in Accounting / BA Public Administration /Bachelor of Commerce in Supply Chain Management/ Bachelor of Commerce in Business Management/ BA or Bachelor of Commerce in Logistics Management.
ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/98 : **INVENTORY AND STORES: BOSMAN CENTRAL STORE REF NO: GPW2022/8 (X1 INTERN)**

STIPEND : R6000.per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Commerce in Financial Management/ Bachelor of Commerce in Accounting/ BA Public Administration /Bachelor of Commerce in Supply Chain Management/ Bachelor of Commerce in Business Management/ BA or Bachelor of Commerce in Logistics Management.
ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/99 : **FIXED CLIENT SALES: WAREHOUSE PRETORIA REF NO: GPW2022/9 (X1 INTERN)**

STIPEND : R6000.per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Commerce in Financial Management/ Bachelor of Commerce in Accounting/ BA Public Administration /Bachelor of Commerce in Supply Chain Management/ Bachelor of Commerce in Business Management/ BA or Bachelor of Commerce in Logistics Management.
ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/100 : **FIXED CLIENT SALES: WAREHOUSE EAST LONDON REF NO: GPW2022/10 (X1 INTERN)**

STIPEND : R6000.per month
CENTRE : East London
REQUIREMENTS : Bachelor of Commerce in Financial Management/ Bachelor of Commerce in Accounting/ BA Public Administration / Bachelor of Commerce in Supply Chain Management / Bachelor of Commerce in Business Management/ BA or Bachelor of Commerce in Logistics Management.
ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/101 : **FIXED CLIENT SALES: WAREHOUSE NORTH WEST REF NO: GPW2022/11 (X1 INTERN)**

STIPEND : R6000.per month
CENTRE : North West

REQUIREMENTS : Bachelor of Commerce in Financial Management/ Bachelor of Commerce in Accounting/ BA Public Administration / Bachelor of Commerce in Supply Chain Management / Bachelor of Commerce in Business Management/ BA or Bachelor of Commerce in Logistics Management.

ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/102 : **FIXED CLIENT SALES: WAREHOUSE ZANDFONTEIN REF NO: GPW2022/12 (X2 INTERNS)**

STIPEND : R6000 per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Commerce in Financial Management/ Bachelor of Commerce in Accounting/ BA Public Administration / Bachelor of Commerce in Supply Chain Management / Bachelor of Commerce in Business Management/ BA or Bachelor of Commerce in Logistics Management.

ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/103 : **SUPPLY CHAIN MANAGEMENT: PROCUREMENT REF NO: GPW2022/13 (X1 INTERN)**

STIPEND : R6000.per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Commerce in Financial Management/ Bachelor of Commerce in Accounting/ BA Public Administration / Bachelor of Commerce in Supply Chain Management / Bachelor of Commerce in Business Management/ BA or Bachelor of Commerce in Logistics Management.

ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/104 : **SUPPLY CHAIN MANAGEMENT: ASSETS REF. NO GPW2022/14 (X1 INTERN)**

STIPEND : R6000.per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Commerce in Financial Management/ Bachelor of Commerce in Accounting/ BA Public Administration / Bachelor of Commerce in Supply Chain Management / Bachelor of Commerce in Business Management/ BA or Bachelor of Commerce in Logistics Management.

ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/105 : **SUPPLY CHAIN MANAGEMENT: CONTRACT MANAGEMENT REF NO: GPW2022/15 (X1 INTERN)**

STIPEND : R6000.per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Commerce in Financial Management/ Bachelor of Commerce in Accounting/ BA Public Administration / Bachelor of Commerce in Supply Chain Management / Bachelor of Commerce in Business Management/ BA or Bachelor of Commerce in Logistics Management.

ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/106 : **SUPPLY CHAIN MANAGEMENT: CONTRACT PRINTING REF NO: GPW2022/16 (X1 INTERN)**

STIPEND : R6000.per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Commerce in Financial Management/ Bachelor of Commerce in Accounting/ BA Public Administration / Bachelor of Commerce in Supply Chain Management / Bachelor of Commerce in Business Management/ BA or Bachelor of Commerce in Logistics Management.

ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/107 : **FINANCIAL ACCOUNTING: DEBTORS REF NO: GPW2022/17 (X3 INTERNS)**

STIPEND : R6000.per month
CENTRE : Pretoria

REQUIREMENTS : A completed three-year National Diploma in Financial Management/Accounting, Bachelor of Commerce / Bachelor of Technology in Financial Management/ Bachelor of Commerce/ Bachelor of Technology in Accounting.

ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozi Tel No: 012 764 3947

POST 45/108 : **FINANCIAL ACCOUNTING: ACCOUNTS PAYABLE REF NO: GPW2022/18 (X2 INTERNS)**

STIPEND : R6000.00 per month
CENTRE : Pretoria
REQUIREMENTS : A completed three-year National Diploma in Financial Management/Accounting, Bachelor of Commerce / Bachelor of Technology in Financial Management/ Bachelor of Commerce/ Bachelor of Technology in Accounting.

ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozi Tel No: 012 764 3947

POST 45/109 : **INTERNAL AUDIT REF NO: GPW2022/19 (X3 INTERNS)**

STIPEND : R6000.per month
CENTRE : Pretoria
REQUIREMENTS : A completed three-year National Diploma in Internal Audit, Bachelor of Technology in Internal Audit, Bachelor of Commerce in Internal Auditing.

ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozi Tel No: 012 764 3947

POST 45/110 : **ENTERPRISE RISK MANAGEMENT REF NO: GPW2022/20 (X1 INTERN)**

STIPEND : R6000.per month
CENTRE : Pretoria
REQUIREMENTS : A completed three-year National Diploma in Risk Management/Internal Audit/ Bachelor of Technology in Risk Management/Bachelor of Technology in Internal Audit.

ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozi Tel No: 012 764 3947

POST 45/111 : **OFFICE OF THE CEO REF NO: GPW2022/21 (X1 INTERN)**

STIPEND : R6000.per month
CENTRE : Pretoria
REQUIREMENTS : A completed three-year National Diploma in Financial Management/ Accounting, Bachelor of Commerce/ Bachelor of Technology in Financial Management/ Bachelor of Commerce/ Bachelor of Technology in Accounting.

ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozi Tel No: 012 764 3947