

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** : 27 February 2023 (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form can be downloaded at www.dpsa.gov.za-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being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), 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 05/79** : **ICT SPECIALIST: NETWORKS AND UNIFIED COMMUNICATIONS REF NO: GPW23/04 (X2 POSTS)**
- SALARY** : R766 584 per annum (Level 11), (an all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant Bachelor's Degree/National Diploma in Computer Science, Communications or similar field equivalent to NQF 6/ 7 qualification as recognized by SAQA. 3 - 5 years' relevant experience in the specific IT-field on junior management level. CRM, SIP, Microsoft Exchange, CCNA, ITIL, PMP, TOGAF, Network Monitoring tools (such as Wireshark, PRTG etc.) COBIT 5, KING 3 will serve as an added advantage. Understanding of Good Corporate Governance principles (King Report), Expert. Extending working hours are required. Travel will be required.
- DUTIES** : Manage voice and data transmissions by deploying, monitoring, troubleshooting, and optimizing the workflow of UC systems (voice, video, and VoIP). Identify business needs by documenting functional and technical requirements for hardware, logical processes, workflow, and operating systems. Provide technical assistance with software upgrades on existing UC systems by collaborating with internal and external network analysts. Determine capital budgets for UC infrastructure, applications, and service providers by testing, evaluating, and analysing network communications. Provide strategic direction to the GPW telecommunications infrastructure, including maintaining, deploying, and troubleshooting any issues within. Cooperate with the communications team and software professionals to identify and resolve technical issues related to networks and telecom software. Collaborate with service providers to acquire network equipment, such as sensors, monitors, routers, servers, and other cloud computing systems.

Recommend the best solutions for improving the GPW's workflow by staying up to date with market trends and new UC technology. Assessing technical data, providing feedback to the communications team, and monitoring telecommunications activities. Manage the maintaining of effective relationships with key stakeholders by identifying their needs and requirements. Manage multiple communications processes, such as program requests and assessments, and resource management, to ensure successful project execution. Design and install well-functioning computer networks, connections and cabling. Evaluate network performance and find ways of improvement. Organize and schedule upgrades and maintenance without deterring others from completing their own work. Provide technical direction to co-workers on computer and network usage and offer comprehensive advice and instructions. Liaise with service providers. Perform troubleshooting to system failures and identify bottlenecks to ensure long term efficiency of network. Inspect LAN infrastructure and fix minor or major problems/bugs. Test and configure software and maintain and repair hardware and peripheral devices. Do research on the development and use of operating systems, networks and management tools. Do system analysis research on the development and implementation of systems for the optimum utilization of the information infrastructure. Liaise with users regarding all data communication matters (Local Area Network). Maintain records and statistics, regarding operations information, network infrastructure, user location network hardware, software and media. Provide regular feedback to the Director and users regarding network problem solving, quantity of data, customer needs, and network planning. Do regular data backups to protect the GPW's information. Audit Network regularly - performing a periodic network scan to identify unauthorized computers and other devices that may have connected to your network directly or via wireless access. Keep O/S Patches up to date to eliminate weak links. Keep antivirus and malware definitions current. Establish policies for mobile and wireless devices. Check firewall security settings. Develop and maintain disaster recovery plan.

- ENQUIRIES** : Mr K Thamaga Tel No: (012) 764 4075
- POST 05/80** : **DEPUTY DIRECTOR/ICT SPECIALIST: BUSINESS SUPPORT REF NO: GPW23/05**
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), (an all-inclusive remuneration package)
: Pretoria
: A relevant Information and Communications Technology (NQF 6/7) qualification as recognised by SAQA). 3-5 years appropriate experience in the specific ICT environment on junior management level. Understanding of Good Corporate Governance principles (King Report). Certificate COBIT 5 will be added advantage, ITIL added advantage, KING 3 or 4 added advantage, Project Management added advantage, Business Analysis Certificates added advantage. Certificate in SDLC, Business Process Management.
- DUTIES** : Extensive experience in Application Maintenance and Support. Knowledge of the basic configuration of the various systems. Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the government policy framework consultation paper developed by GITO. Sound knowledge of Minimum Information Security Standards (MISS, The position paper on information security ISO 17799 (Information Security framework). Knowledge of the Public Service Regulatory Framework. Understanding of departmental legislation as well as Human Resources legislation and prescripts. More than 4 years relevant experience in systems development according to the Systems Development Life Cycle (SDLC). Problem solving and analysis. Project management. People management. Monitoring and evaluation methods, tools, and techniques. Fair understanding of project management. Monitoring and evaluation methods, tools, and techniques. Knowledge and interest in computer systems and the latest technologies. Core competencies: Good communication skills (written and oral) and interpersonal, as well as good organizing and planning skills. Client orientation and customer focus. Systems Analysis, documentation, and problem-solving skills. Able to learn new technologies quickly. Attention to detail, accuracy, and Analytical skills. Relational Database concepts and experience in SQL server for database design and SQL query design. SharePoint Development and administration skills. Programming language skills like NET framework, C#.

Ability to work independently, under pressure, and in a team. Critical thinker and problem-solving skills. Good time-management skills. Problem solving and analysis.

ENQUIRIES : Mr K Thamaga Tel No: (012) 764 4075

POST 05/81 : **DEPUTY DIRECTOR/ICT SPECIALIST: SYSTEM SUPPORT REF NO: GPW23/06**

SALARY CENTRE : R766 584 per annum (Level 11), (an all-inclusive remuneration package)
: Pretoria

REQUIREMENTS : A relevant Bachelor's Degree/National Diploma in Computer Science or similar field equivalent to NQF 6/7 qualification as recognized by SAQA. CRM, ITIL, E, PMP, TOGAF, Message Queuing (MQ), Enterprise Service Bus (ESB), Application Programme interface, (API), COBIT 5, KING 3 will serve as added advantage. 3-5 years appropriate experience in the specific ICT environment on junior management level. Understanding of Good Corporate Governance principles (King Report).

DUTIES : Managing defining of system problems identified and resolved timeously. Researching potential solutions to problems identified by stakeholders and testing possible solutions to problems to ensure the best solution. Evaluate procedures and processes to ensure a seamless operating system(s). Installing new software/hardware on computers to ensure that they are functioning properly. The identifying of possible gaps in the GPW's processes, including data and information management and designing systems to implement those changes. Ensuring training of GPW employees on the use of new systems. The application of information technology expertise, analysis, and design techniques to solve business problems within the GPW. Ensure the effective and efficient running of systems within the GPW. The diagnosis, simulation or usage of other tools to maintain, troubleshoot, and restore services or data to systems. Installing new software/hardware on computers to ensure that they are functioning properly. The diagnosis, simulation or usage of other tools to maintain, troubleshoot, and restore services or data to systems. Identifying possible gaps in current technology processes, as well as to recommend changes to optimise operations and improve efficiency. Troubleshooting of network, hardware and software issues, as well as coordinating resolutions with users, service providers and internal service groups. Ensuring that risk mitigation plans are developed and implemented. Ensuring system support that quality, security, and compliance requirements are met for supported areas.

ENQUIRIES : Mr K Thamaga Tel No: (012) 764 4075

POST 05/82 : **ASSISTANT DIRECTOR: APPLICATION SUPPORT REF NO: GPW23/07**

SALARY CENTRE : R393 711 per annum (Level 09)
: Pretoria

REQUIREMENTS : A relevant National Diploma in Computer Science, or similar field equivalent to a NQF Level 6 as recognized by SAQA. 3-5 years appropriate experience in the specific ICT environment.

DUTIES : The administering and resolving of applications issues, provide updates and perform root cause analysis. Ensure the operational processes in the GPW is running smoothly to ensure that enables users within the GPW to conduct their business effectively and efficiently. External customers enabled by the applications support within the GPW. Root cause analysis continuously undertaken to pro-actively resolve application issues adequately. Technology solutions proactively addressed. Pro-actively resolve technical issues. Maintenance plans and upgrading schedules for the GPW's system undertaken and implemented. Root cause analysis continuously undertaken to pro-actively resolve application issues and adequately resolve it. Server domain adequately assessed and applications well-maintained. Technical support to internal and external clients when required. System integration ensured. Tools for proper functioning of the website developed, submitted, approved and applied to ensure smooth running of the system. Improved technology applications developed, submitted, approved and implemented. Updated and proper functioning front line applications. Systems properly integrated. Technical issues resolved timely. Plan, schedule, monitor and report pro-actively on required activities to ensure application(s) system(s) availability, accessibility and sustainability. Timeous collection, summarisation

and reporting on operational application(s) system(s) support statuses. Reviewed and enhanced ICT standards and procedures as well as best practices in alignment of systems integrated. Enhanced value-added service delivery.

ENQUIRIES : Mr K Thamaga Tel No: (012) 764 4075

POST 05/83 : **ASSISTANT DIRECTOR: SYSTEM SUPPORT REF NO: GPW23/08**

SALARY : R393 711 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A relevant National Diploma in Information and Communications Technology (NQF 6 qualification as recognised by SAQA). 3-5 years appropriate experience in the specific ICT environment.

DUTIES : Ensure system problems are identified and resolved timeously. Researching potential solutions to problems identified by stakeholders and testing possible solution to ensure the best results. Evaluate procedures and processes to ensure a seamless operating system(s). Installing new software/hardware on computers to ensure that they are functioning properly. Identifying gaps in the GPW's processes, including data and information management and designing systems to implement those changes. Ensuring training of GPW employees on the use of new systems. The application of information technology expertise, analysis, and design techniques to solve business problems within the GPW. Ensure the effective and efficient running of systems within the GPW. Installing new software/hardware on computers to ensure that they are functioning properly. The diagnosis, simulation or usage of other tools to maintain, troubleshoot, and restore services or data to systems. Identifying gaps in current technology processes, as well as to recommend changes to optimise operations and improve efficiency. Troubleshooting of network, hardware and software issues, as well as coordinating resolutions with users, service providers and internal service groups. Ensuring that risk mitigation plans are developed and implemented. Ensuring system support that quality, security, and compliance requirements are met for supported areas.

ENQUIRIES : Mr K Thamaga Tel No: (012) 764 4075

POST 05/84 : **ADMINISTRATION CLERK: ENTERPRISE RISK MMANAGEMENT REF NO: GPW23/09**

SALARY : R181 599 per annum (Level 05)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 Certificate plus one – two years administration experience. Knowledge and understanding of Risk Management processes. Having previously worked in the Risk Management environment will be an added advantage. Knowledge of applicable prescripts to risk management.

DUTIES : Record, organise, store, capture and retrieve correspondence and data for the office. Support risk assessment sessions and update risk registers and reports as may be required. Serve as secretariat of the GPW Risk Committee. Handle routine enquiries. Make photocopies and receive or send the division's communique. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Maintain a leave register for the component. Keep and maintain personnel records and attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Participate in internal team knowledge sharing and growth opportunities to support the team knowledge expansion and expertise.

ENQUIRIES : Ms A Mudanalwo Tel No: (012) 748 6183

POST 05/85 : **ACCOUNTING CLERK: DEBTORS ADMINISTRATION REF NO: GPW23/10**

SALARY : R181 599 per annum (Level 05)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 or an NQF 4 with Accounting. Knowledge of the Public Service Regulatory Framework, PFMA, Knowledge of Financial Accounting Standards

and practices. Knowledge of National Treasury Regulations. Understanding of Good Corporate Governance principles (King Report). Extended working hours and travel may be required. Knowledge of Microsoft Dynamics AX. Job related skills: Good communication skills (verbal and written); Computer literacy; Strong numerical skills; Interpersonal relations; flexibility and ability to work within a team; Planning, organizing and time management skills.

DUTIES : Review customer information and confirm all invoicing information provided. Generate gazette invoices through linking quotations, orders and adverts into the invoicing system. Review Despatch, Origination and Contract Printing documentation and generate adhoc invoices. Disburse invoices to customers and report on list of invoices processed. Receive bank statements and remittance advices and identify payments for allocation. Allocate payments to the correct customer account and against the correct invoice. Provide reports for payments received and allocated. Identify unallocated amounts, identify customer and source a remittance advice from the customer. Liaise with the Bank and National Treasury to source information on unidentified payments received. Allocate the amount to the correct customer account and against the correct invoice. Reconcile the suspense account and resolve any anomalies. Disburse the statement to the customer. Prepare audit files by collating and filing all documentation related to Accounts Receivable. Support auditors by extracting information and providing files. Answer audit queries through referencing accounts receivable files and information. Ensure proper dunning process is done on a monthly basis to all accounts.

ENQUIRIES : Ms B Nogemane Tel No: (012) 748 6236

POST 05/86 : **DRIVER HEAVY VEHICLE (GPW23/11) (X3 POSTS)**

SALARY : R128 166 per annum (Level 03)
CENTRE : Pretoria
REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent qualification is required). Valid Driver's License Code 14 / EC Valid Professional Driving Permit (PDP). 1 to 2 years' driving experience. Experience in the customer orders distribution environment (Bulk and Fine goods) will be an added advantage. Knowledge of travel and subsistence procedure.

DUTIES : Drive trucks and delivery vans. Fetch and deliver stock from service providers and to customers. Assist with the loading and off-loading of orders. Drive departmental officials, clients and visitors as may be requested. Maintain accurate and up to date schedule trip sheets i.e. Logs official trips, daily mileage, fuel consumption. Ensuring that all POD's deliveries are returned to the Administrative Clerk on a daily basis. Report incident and accidents timeously and compile vehicle condition report and other records required by management. Coordinate and liaise with Transport Officer to ensure that minor/major vehicle maintenance is carried out as well as renewals of licences and discs. Offer customer service and represent GPW on the delivery field. Ensure security protocol of consignment handled is followed. Execute all delivery plans and schedules. Accurately count and configure the boxes according to the unloading sheets. Unloading of non-palletised goods on trucks by hand, configures cases based on unloading sheets. Prevent and record damages or shortages. Ensure that correct products and quantities are checked as per delivery notes prior loading. Validate that the product is packaged correctly as per job specification i.e box or shrink wrap pack. Check and verify finished product from production (Handover). Coordinate and liaise with the Administration clerks to ensure that major/minor vehicle maintenance is carried out. Ensure that the vehicles are kept clean and in an orderly condition on a daily bases. Report any damage/defect the vehicle may incur. Report any faulty equipment which is stored in the vehicle. Resolve proof of delivery (POD) and other administrative departmental queries. Cooperate fully with administrative officials and follow instructions and requests. Honest and maintain good communication with the office based staff. Maintain clean the floors and maintain orderliness in the working environment. Ensure goods are packed in carriers/boxes. Perform other activities as required to achieve the goals of the GPW. Adherence to health and safety standards Undertake any appropriate training as required by the GPW.

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