

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 March 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form can be downloaded at www.dpsa.gov.za-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being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 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 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) (only when shortlisted). The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews, 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 09/60** : **DIVISIONAL MANAGER: TECHNICAL TECHNOLOGY SUPPORT REF NO: GPW 23/12**
- SALARY** : R908 502 per annum, (an all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Relevant NQF Level 6/7 qualification in Engineering (Process/Industrial/Mechanical/Electrical), or similar field qualification as recognized by SAQA. 5 years appropriate experience in an Engineering and Plant & Equipment Design environment, of which three years should be at middle management level.
- DUTIES** : Compilation of the technology plan for equipment deployment and retirement. Managing the research on printing equipment trends. Managing the development of the master plan for equipment utilisation. Managing the planning of the retirement of ageing equipment and implementation of new equipment. The establishing and maintaining of quality, health and safety standards in the work environment. Managing the development and implementation of quality, health, safety, environmental management programmes through management systems and standards. Managing the monitoring and reporting of quality, health, safety and environmental management matters. Apply continuous improvement measures to production processes. Proactively identify possible bottlenecks and address timeously. Define, implement and administer the execution of appropriate required health and safety procedures in the Sub-Directorate. Ensure the providing of efficient administration support services for the Sub-Directorate. Ensure the rendering of HR related functions e.g., the administering of leave and time sheets, proper recordkeeping and maintaining of the filing system. Ensure that the documents

are distributed correctly and according to schedule. Provide accurate reports as required on time.

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

POST 09/61 : **PRINTING SPECIALIST: SUB-DIRECTORATE: DIGITALIZATION REF NO: GPW 23/13**

SALARY : R908 502 per annum, (an all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : Relevant NQF level 6/7 qualification in IT/Software Programming/Engineering/Printing/Technology Management, or similar field qualification as recognized by SAQA. 5 years appropriate experience in a Digitalization or ICT Printing environment, of which three year is at middle management level.

DUTIES : Ensure that national and international research undertaken on digitalization and 4IR technology in the printing field. Ensure that research undertaken on the viability of automation of processes in the printing field including, i.e., basic robotic process automation (RPA), enhanced process automation and automatic or cognitive automation. Research undertaken on the viability and utilisation of specialised software to digitalise and electronise physical documents, as well as develop on-line platforms for documents, as an alternative to printed physical documents. Providing technical advice to GPW management, on artificial intelligence and machine learning, 3D printing, gene editing and nanotechnology in the working environment. Research on an appropriate enterprise resource planning (ERP) system (and Business Intelligence (BI) reporting for management's consideration that is applicable and relevant to the GPW's printing needs. Ensure scrutinizing, testing and utilisation of specialised software to digitalise and electronise physical documents, as well as alternative on-line platforms for printed physical documents. Troubleshooting problems with equipment or software and undertaking of the maintenance of printing equipment. Undertaking of research of introducing Internet of Things (IoT) sensors on printing machines to possibly identify predictive maintenance. The undertaking of research, analysis of digitalization options/practices/trends and cost analysis of digitalized best practices nationally and internationally. The empirical comparison of best practice options of digitalization initiatives. The provision of professional advice on future options for the GPW's digitalized initiatives.

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

POST 09/62 : **INDUSTRIAL ENGINEER REF NO: GPW 23/14**

SALARY : R766 584 per annum, (an all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : Relevant NQF level 6/7 qualification in Industrial/Mechanical/Electrical Engineering or equivalent qualification as recognized by SAQA. 5 years' proven experience in a manufacturing/printing environment of which 3 years should be at junior management level in a Technical Projects/Process Engineering/Manufacturing environment. Travelling and extended working hours may be required. Ability to communicate with all levels of management.

DUTIES : The developing and implementing of process improvements and technological upgrades applicable to the printing operations of the GPW. Control systems designed to minimise costs and production challenges. Production standards designed in co-operation with the Process Engineer, Management and user personnel. Undertake, with the Process Engineer, cost analysis and estimated production costs. Design, with the Process Engineer, the layout of facilities and determine staff/resource requirements. Implementation and maintenance of management systems, in relation to quality, environmental management, safety, business continuity and cyber security. Undertaking the review of production schedules, processes, specifications, and related information. Production standards designed in co-operation with the Process Engineer, management and End-users. Production schedules, processes, and specifications designed according to best practice standards. Designing, with the Process Engineer, production processes that will maximise efficiency and waste reduction. Ensure that production processes are designed optimally, to reduce waste/costs. Improving efficiencies and effectiveness, through improving production processes. Conducting research, with the Process Engineer, on printing equipment trends. Ensure printing equipment trends well-

researched nationally and internationally, to ensure effective and efficient utilisation of printing equipment. Advise management on future printing equipment to be procured, with an estimation of cost versus benefits. Ensure that Master Plan for equipment utilisation is developed to reduce wastage, and/or reduction thereof. Improving the efficiency of printing equipment. Improved effective and efficient utilisation of equipment. Undertake, with the Process Engineer, the planning of the retirement of ageing equipment and the implementation of new equipment. Pro-actively establish the lifespan of equipment, and plan the procurement of new equipment. New equipment procured, implemented and staff members trained on new processes. Develop and provide instructions and manuals, on the utilisation and maintenance of new equipment.

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

POST 09/63 : **PROCESS ENGINEER REF NO: GPW 23/15**

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

REQUIREMENTS : Relevant NQF level 6/7 qualification in Process/Industrial/Mechanical/Materials/Electrical/Chemical Engineering or equivalent qualification as recognized by SAQA. 5 years' proven experience in a manufacturing/printing environment of which 3 years should be at junior management level in a Technical Projects/Process Engineering/Materials Engineering/Manufacturing environment. Travelling and extended working hours may be required. Extended working hours may be required.

DUTIES : Control systems designed to minimise costs and production issues. Ensure that production materials designed and/or selected to minimise costs and improve quality; Production standards designed in co-operation with the Industrial Engineer, management and user personnel. Undertake, with the Industrial Engineer, cost analysis and estimated production costs. Design and test automated machinery/equipment/processes. Ensure implementation and maintenance of management systems, in relation to quality, environmental management, safety, business continuity and cyber security. Production schedules, processes, and specifications designed according to best practice standards. Testing of automated equipment and processes. Improving efficiencies and effectiveness, through improving production processes. Researching on printing equipment trends nationally and internationally, to ensure effective and efficient utilisation of printing equipment. Advise management on future printing equipment to be procured, with an estimation of cost versus benefits. Optimising the efficiency of printing equipment. Ensure that Master Plan for equipment utilisation is developed to reduce wastage and the reduction thereof. Ensure improved efficiency of printing equipment and utilisation thereof. Optimisation of all resources in the production process. Pro-actively establish the lifespan of equipment and plan the procurement of new equipment. New equipment procured, implemented and staff members trained for new processes. Develop and provide instructions and manuals on the utilisation and maintenance of new equipment.

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

POST 09/64 : **SENIOR PRINTING QUALITY INSPECTOR REF NO: GPW 23/16 (X2 POSTS)**

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

REQUIREMENTS : Appropriate National Diploma/Degree (NQF Level 6/7) in Quality Management/Operations Management/Engineering/Printing, or similar field qualification as recognized by SAQA. 5 years appropriate experience in the specific environment of which 3 years is at junior management level in a Printing/Manufacturing environment.

DUTIES : The overseeing of the development and implementation of health and safety programmes within the Sub-Directorate. Conduct meetings, audits and inspections (on quality, environmental, occupational health and safety) to ensure compliance. Evaluate performance, identify corrective action, and implement follow-up assessments. Planning, implementing and facilitating quality, environmental, preventative care, safety, and compliance training programmes. Planning, implementing, and maintaining a comprehensive management systems programme within the Directorate, and in the Core

Branches (Manufacturing & Engineering/Operations Management). Planning, implementing, and maintaining a comprehensive environmental safety and health programme within the Directorate and on the premises. The overseeing of the monitoring and reporting of quality, health, safety, and environmental matters within the Sub-Directorate. Overseeing the collaboration with employees (and management) to develop and Emergency Action Plan and serve as primary contact for possible project site injury and incident notification, investigation, and case management. Maintains a log of safety inspection activities, reports, and correspondence. Guarantees that all work is performed in accordance with approved manuals, internal policies and procedures, contract documents, and good engineering practices. Overseeing the establishment of workplace safety and health committees. Overseeing the carrying out of industrial hygiene surveys. Developing and reviewing policies and procedures for the Core Branches Manufacturing & Engineering/Operations Management). Keep up to date with new trends in the industry.

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

POST 09/65 : **PRINTING QUALITY INSPECTOR REF NO: GPW 23/17 (X4 POSTS)**

SALARY : R393 711 per annum

CENTRE : Pretoria

REQUIREMENTS : Appropriate National Diploma/Degree (NQF Level 6/7) in Quality Management/Operations Management/Engineering/Printing, or similar field qualification as recognized by SAQA. 3-5 years appropriate experience in the Printing/Manufacturing environment.

DUTIES : Conduct meetings, audits and inspections (on quality, environmental, occupational health and safety) to ensure compliance. Evaluate performance, identify corrective action, and implement follow-up assessments. Implementing and conducting quality, environmental, preventative care, safety, and compliance training programmes. Implementing and maintaining a comprehensive management systems, environmental safety and health programme within the Directorate, and in the Core Branches (Manufacturing & Engineering/Operations Management). Providing oversight for Management systems and standards pertaining to quality management, environmental Management and occupational health and safety. The collaboration with employees (and management) to develop an emergency Action Plan and serve as primary contact for possible project site injury and incident notification, investigation, and case management. Establish and maintains a log of safety inspection activities, reports, and correspondence. Ensuring that all work is performed in accordance with approved manuals, internal policies and procedures, contract documents, and good engineering practices. Establishing of workplace safety and health committees. Carrying out industrial hygiene surveys. Developing and reviewing policies and procedures for the Core Branches Manufacturing & Engineering/Operations Management). Keep up to date with new trends in the industry.

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

POST 09/66 : **DRIVER (X2 POSTS)**

SALARY : R128 166 per annum (Level 03)

CENTRE : Eastern Cape Ref No: GPW23/18)

North West Ref No: GPW23/19)

REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent qualification is required). Valid Driver's License Code 10 / 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 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 Warehouse deliveries are returned to the Administrative Clerk on a daily basis. Report incident and accidents timeously, 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. 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. 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 Manganye Tel No: (012) 748 6131
- POST 09/67** : **CLEANER (X2 POSTS)**
- SALARY CENTRE** : R107 196 per annum (Level 02)
: Eastern Cape Ref No: GPW23/20
: North West Ref No: GPW 23/21
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification PLUS 2-5 years' experience in a cleaning environment.
- DUTIES** : Performing cleaning services of routing nature by utilizing a variety of aids. Clean all floors daily by sweeping, mopping and where necessary polishing and/or buffing. Empty office dustbins daily and dispose of all refuse appropriately in the refuse bin for collection. Check bathrooms twice a day and clean accordingly. Dust office furniture at least weekly, avoiding disorganizing documents on desk etc. Report all defects in the offices. Cleaning windows on the inside at least quarterly on a rotational basis. Clean the warehouse twice a month. Refill the hand wash soap. Clean the basins. Report all defects in the restrooms. Ensure that warning signs are placed during cleaning times. Making sure that the floors are cleaned systematically to allow employees to pass freely. Safeguarding of all cleaning materials. Ensure that the office has sufficient cleaning materials at all times. Keep the stock of all kitchen utensils. Preparation of tea and soft drinks. Washing all kitchen utensils. Assist with monthly and annual stock count.
- ENQUIRIES** : Mr V Manganye Tel No: (012) 748 6131