

**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** : 11 April 2023 (16:00)
- 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the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being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 Z83 Form, obtainable from any Public Service Department or on the internet at [www.gov.za](http://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 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 enrol 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 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.

**MANAGEMENT ECHELON**

- POST 11/47** : **CHIEF DIRECTOR: COST AND MANAGEMENT ACCOUNTING REF NO: GPW 23/22**
- SALARY** : R1 308 051 per annum (Level 14), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Pretoria
- REQUIREMENTS** : Relevant NQF 7 qualification in Financial Management or equivalent qualification as recognized by SAQA. 5 years' proven experience at a Senior Management Level in a Financial/Accounting environment. CA or CIMA will be an added advantage. Knowledge of the Public Service Regulatory Framework. Knowledge of the PFMA,

Financial Management, National Treasury Regulations, prescripts, cost accounting and business practices. Knowledge of financial management, government budgeting processes, management accounting, revenue management, risk management, auditing and forensic accounting. Knowledge of public service financial legislative frameworks. Knowledge of Corporate Governance (King Report). Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel. Word and PowerPoint) Travelling may be required. Extended working hours may be required.

## **DUTIES**

: To ensure, oversee and manage effective budgeting and management accounting functions. To ensure and manage effective cost accounting and pricing. The strategic overseeing of the compiling and monitoring of the budget. Ensure budget monitoring and reporting. The strategic overseeing of the implementation of audit recommendations/mitigation actions. Lead the development and execution of financial reporting strategies. The strategic overseeing of coordinating budget and expenditure control. The strategic overseeing of the monitoring of the implementation and ensuring proper compliance with applicable legislative framework. Analyse financial statements and quarterly reports. The strategic overseeing of the managing of the control of the GPW's budgeting and financial forecasting activities. Lead the budgeting process for annual, quarterly, and monthly development. Managing the development of budgetary policies and guidelines to meet short and long-term financial goals of the GPW. Establishes processes to incorporate past financial results into budget development. Monitors and analysis performance against budgets. Managing the development and implementation of tools and reporting used for planning, forecasting, monitoring, and decision support. Managing financial risk system and confirm the budget and the transferring of funds. Projecting revenues and expenses and managing the producing of budget reports that allows business units within the GPW to manage and analyse their budgets. Presents budget data to relevant Senior Management and/or National Treasury. Assists the CFO/General Manager: Financial Services in budget planning and analysis activities. Managing the analysing and reporting on income, expenditure, assets and liabilities. Managing accounting and reporting in compliance with the PFMA requirements. Managing an efficient and effective bookkeeping system and financial control within the GPW. Lead the development and execution of financial reporting strategies. Analyse financial statements and quarterly reports. Ensure compliance to the PFMA and Treasury Regulations, requirements. Managing financial risk system and confirm the budget and the transferring of funds. Managing responses to audit findings and requests for information. Managing the development, implementation and maintenance of a costing and pricing system. Cost and pricing system developed based upon competitive market research and trends. Managing the providing of cost and price support on a full range of proposals to include both national and international opportunities. Be able to ensure the accuracy and pricing schedules on annual basis. Ensure completeness of Cost of Sales and inventory at year-end. Assist in the Inventory Management for GPW in all the stores on monthly, quarterly and annual basis. Managing the preparation and/or updates of budget spreadsheet templates for various contracting mechanisms to facilitate accuracy and consistency in how budget data is compiled and presented. Managing the creation and maintenance of data accumulation and reporting systems. Managing the monitoring and reporting on costing and pricing of materials. Consistently and continually assess pricing and estimating approaches used throughout the GPW and identifies and recommends best practices for use. Managing the collecting of cost and pricing data for bids in-country data, market data for cost line items. Drafts detailed and accurate defined policies and procedures as per the template and by the deadline. Manages that policies and procedures are implemented compliantly and consistently and address non-compliance as required. Updates and enhances policies and procedures as per the annual review process and manages that changes are communicated and complied with within the unit. Monitors that compliance is delivered within the unit and addresses non-compliance and concern. Contributes to developing and enhancing good governance practices within GPW by identifying areas for improvement, making recommendations and implementing approved changes as required. Completes unit financial planning,

budgeting and forecasts according to good practice and in line with GPW's requirements. Manages and monitors financial risk in the unit, projects and programmes. Continuously pursues improvement in sourcing and managing funds optimally. Manages that financial resources are used effectively and according to good practice, policy and standards. Manages that all procurement practices followed in unit are compliant, transparent and fair. Monitor and report on performance levels against service delivery standards by tracking performance, identifying trend and patterns, analysing areas of concern and monitoring improvement. Contribute to organisation wide reporting by providing inputs into the visual management system. Draft production reports by collecting, analysing and interpreting information, identifying trends and patterns and submitting reports. Draft any other reports as required.

**ENQUIRIES** : Mr Pitsi Moloto Tel No: 012 764 3926 / 067 959 1704

**POST 11/48** : **DIRECTOR: BUDGETING AND MANAGEMENT ACCOUNTING REF NO: GPW23/23**

**SALARY** : R1 105 383 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE REQUIREMENTS** : Pretoria  
 : Relevant NQF 7 Qualification in Management Accounting/ Financial Accounting/Financial Management or relevant/or equivalent qualification as recognized by SAQA. 5 years' proven experience at a Middle Management Level in a Financial/Accounting environment. Knowledge of the Public Service Regulatory Framework. Knowledge of the PFMA, Financial Management, National Treasury Regulations, prescripts, cost accounting and business practices. Knowledge of financial management, government budgeting processes, management accounting, revenue management, risk management, auditing and forensic accounting. Knowledge of public service financial legislative frameworks. Knowledge of Corporate Governance (King Report). Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel. Word and PowerPoint) Travelling and extended working hours may be required.

**DUTIES** : Managing the compiling and monitoring of the budget. Ensure budget monitoring and reporting. Managing the implementation of audit recommendations/mitigation actions. Lead the development and execution of financial reporting strategies. Coordinate budget and expenditure control. Monitor the implementation and ensure compliance with applicable legislative framework. Analyse financial statements and quarterly reports. Managing the control of the GPW's budgeting and financial forecasting activities. Lead the budgeting process for annual, quarterly, and monthly development. Managing the development of budgetary policies and guidelines to meet short and long-term financial goals of the GPW. Establishes processes to incorporate past financial results into budget development. Monitors and analysis performance against budgets. Managing the development and implementation of tools and reporting used for planning, forecasting, monitoring, and decision support. Managing financial risk system and confirm the budget and the transferring of funds. Projecting revenues and expenses and managing the producing of budget reports that allows business units within the GPW to manage and analyse their budgets. Presents budget data to relevant Senior Management and/or National Treasury. Assists the CFO/General Manager: Financial Services in budget planning and analysis activities. Managing the analysing and reporting on income, expenditure, assets and liabilities. Managing accounting and reporting in compliance with the PFMA requirements. Managing an efficient and effective bookkeeping system and financial control within the GPW. Lead the development and execution of financial reporting strategies. Analyse financial statements and quarterly reports. Ensure compliance to the PFMA and Treasury Regulations, requirements. Managing financial risk system and confirm the budget and the transferring of funds. Managing responses to audit findings and requests for information. Monitor and report on performance levels against service delivery standards by tracking performance, identifying trend and patterns, analysing areas

of concern and monitoring improvement. Contribute to organisation wide reporting by providing inputs into the visual management system. Draft production reports by collecting, analysing and interpreting information, identifying trends and patterns and submitting reports. Develops risk register for unit that identifies and rates all risks and mitigation actions. Updates as per approved schedule. Develops and implement a risk management plan for the unit that defines risk management actions to be taken, responsible party for managing risk and frequency or deadlines with which risk factors must be evaluated and addressed. Contributes to risk management meetings with the operational risk committee as defined in the policy and as per the deadlines. Reports on risk management as per the defined templates, according to the standards and for submission as per the deadlines. Implements corrective action and contingency measures on all risks in order of priority and by deadlines. Manage OHS implementation in the production environment by monitoring compliance, identifying risks and managing the implementation of corrective action. Draft any other reports as required. Manage the development, motivation and utilization of human resources for the unit to ensure competent knowledge base for the continued success of services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve unital objectives. Manage and mentor staff. Manage the scheduling of works to ensure optimum efficiency and the allocation and planning of resources to ensure delivery within specification and timeframes.

**ENQUIRIES**

: Mr. Pitsi Moloto Tel No: 012 764 3926 /067 959 1704

**POST 11/49**

: **DIRECTOR: HIGH SECURITY PRINTING AND COMMERCIAL PRINTING REF NO: GPW 23/24 (X2 POSTS)**

**SALARY**

: R1 105 383 per annum (Level 13). (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE REQUIREMENTS**

: Pretoria  
 : Relevant NQF 7 Qualification in Engineering, Production Management, Operations Management or equivalent qualification as recognized by SAQA. 5 years' proven experience in a production/printing environment at middle management level. Knowledge of the Public Service Regulatory Framework. Extensive knowledge of printing production and management methodologies and practices. Travelling may be required. Extended working hours may be required. Ability to communicate with all levels of management.

**DUTIES**

: Manage the overall end-to-end production of high-volume printed material. Manage the printing, finishing, packaging and safekeeping of printed material. Ensure accurate, timely and secure production of printed matter within defined quality expectations. Manage, monitor and maintain optimal productivity levels, project management and equipment performance. Provide vision, set direction and inspire the unit to deliver on the organisational mandate. Participate in defining the organisational strategy and supports the development of plans of the organisation. Translate the Organisational strategy into annual performance plans and operational implementation plans and monitors progress on a continual basis. Ensure strategic deliverables are reported according to defined standards. Initiate, support and champion transformation and change. Complete unit financial planning, budgeting and forecasts according to good practice and in line with GPW's requirements. Manage and monitor financial risks, projects and programmes. Continuously pursue improvement in sourcing and managing funds optimally. Manage financial resources effectively and according to good practice, policy and standards. Ensure all procurement practices in unit are compliant, transparent and fair. Draft policies and procedures for the unit, and ensure compliance. Contribute to developing and enhancing good governance practices within GPW. Develop and implement a risk management plan and report according to standards. Manage OHS implementation in the production environment. Monitor and report on performance levels against service delivery standards. Contribute to organisation wide reporting via visual management system. Draft and analyse effective production reports with linked corrective measures. Manage the

	:	development, motivation and utilisation of human resources for the unit. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve universal objectives.
<b><u>ENQUIRIES</u></b>	:	Mr K Moodley Tel No: 012 748 6306 / 6303
<b><u>POST 11/50</u></b>	:	<b><u>DIRECTOR: ENGINEERING REF NO: GPW23/25</u></b>
<b><u>SALARY</u></b>	:	R1 105 383 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Relevant NQF 7 Qualification in Mechanical or Electrical Engineering or equivalent qualification as recognized by SAQA. Government Certificate of Competency (GCC) – Factories. 5 years' proven experience in a manufacturing / printing environment at middle management level. Knowledge of the Public Service Regulatory Framework; Safety, Health, Environment, Risk and Quality (SHERQ) management requirements and Skills Development Act. Extensive knowledge of production methodologies and practices. Travelling and extended working hours may be required. Ability to communicate with all levels of management.
<b><u>DUTIES</u></b>	:	Ensure and manage engineering of customised solutions for production equipment. Manage projects and related plans, resources, delivery, budget and reporting expectations. Manage the effective maintenance of production equipment. Ensure compliance to quality and safety standards. Manage the effective installation and maintenance of HVAC and other services' equipment. Manage engineering productivity levels. Manage the monitoring and inspection of equipment. Manage effective maintenance records. Develop and maintain an effective maintenance strategy. Provide vision, set direction and inspire the unit to deliver on the organisational mandate. Participate in defining the organisational strategy and supports the development of plans of the organisation. Translate the organisational strategy into annual performance plans and operational implementation plans and monitors progress on a continual basis. Ensure strategic deliverables are reported according to defined standards. Initiate, support and champion transformation and change. Complete unit financial planning, budgeting and forecasts according to good practice and in line with GPW's requirements. Manage and monitor financial risks, projects and programmes. Continuously pursue improvement in sourcing and managing funds optimally. Manage financial resources effectively and according to good practice, policy and standards. Ensure all procurement practices in unit are compliant, transparent and fair. Draft policies and procedures for the unit, and ensure compliance. Contribute to developing and enhancing good governance practices within GPW. Develop and implement a risk management plan and report according to standards. Manage OHS implementation in the production environment. Monitor and report on performance levels against service delivery standards. Contribute to organisation wide reporting via visual management system. Draft and analyse effective engineering related reports with linked corrective measures. Manage the development, motivation and utilisation of human resources for the unit. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve universal objectives.
<b><u>ENQUIRIES</u></b>	:	Mr K Moodley Tel No: 012 748 6306 / 6303
<b><u>POST 11/51</u></b>	:	<b><u>DIRECTOR: RESEARCH AND DEVELOPMENT REF NO: GPW 23/26</u></b>
<b><u>SALARY</u></b>	:	R1 105 383 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Appropriate (NQF level 7) qualification in Engineering or Science (Process/Industrial/Materials/Systems/Mechanical/Printing/Technology) or equivalent qualification as recognized by SAQA. NQF 8 will be an added advantage. Valid driver's license. 5 years' proven experience in a

- Printing/Manufacturing/Digitalisation/Technology environment at middle management level in Research and Development.
- DUTIES** : Managing research on digitalisation and 4IR technology in the printing field. Managing development, testing and implementation of digitalised products and services. Managing the process of benchmarking digitalised initiatives, to leading practices. The development, improvement, testing and benchmarking of document security features and products/services (to leading best practices). Managing projects through developing project plans, allocating project resources, managing project delivery and budgets and reporting on project progress. Accountable for technical experimental research and exploitation of discoveries. Research and development, focusing on production processes and methods in a rapidly changing environment. Testing, investigating and the rendering advice on fraudulent security products/services. Managing the compilation of a technology master plan for equipment deployment and retirement. Managing the establishment and maintenance of health and safety standards in the work environment. Monitoring compliance to quality and safety standards. Proper record keeping and reporting on a predetermined basis.
- ENQUIRIES** : Mr S Ngubane Tel No: (012) 748 6344

#### **OTHER POSTS**

- POST 11/52** : **DIVISIONAL MANAGER: FINISHING OPERATIONS REF NO: GPW 23/27**
- SALARY CENTRE REQUIREMENTS** : R908 502 per annum, (an all-inclusive remuneration package)  
: Pretoria  
: National Diploma /Bachelor's Degree in Operations/ Production/ Business Management NQF Level 6 /7 qualification as recognized by SAQA. Plus minimum of 5 years appropriate experience in the printing industry or manufacturing environment at junior management/ASD Level. Knowledge And Skills: In depth Knowledge and skills in Printing processes value chain or manufacturing business environment, Management of Production, Quality Assurance and Control systems, Staff Performance, Projects, Effective communication, Good interpersonal skills, conflict management and problem solving. Ability to work under pressure and meet deadlines, Understanding of ERP systems, Labour Relations Act, Basic Condition of Employment Act, Employment Equity Act, OHS Act and other National and Departmental policies and regulations.
- DUTIES** : Management of the Finishing printed and unprinted products, equipment and personnel. Plan and schedule the Division's binding printing orders and ensure that all resources required are available and allocated effectively and efficiently according to the specified requirements. Set production targets on daily basis and determine the efficiency baseline rate per workstation. Ensure effective and efficient production and binding processes management. Make sure that the team adheres to Health and Safety working environment in accordance to OHS Act, policies and regulations, Manage Quality assurance and control systems and wastage reduction and ensure that Finished product are bound in in high quality standard and in accordance to customers specifications. Monitor adherence to printing schedule and planning of print orders within the Division processes of jobs to next Division/Section. Determine and apply continuous improvement measures to production processes. Ensure that all procedures, standards and systems relating to the protection of security products matters are observed by all staff members. Proactively identify security risks and ensure that mitigating measures are in place. Ensure a smooth workflow between the workstations in the Division and the synergetic co-ordination of work in progress in line with the process value chain within the Finishing Division and other Divisions. Proactively identify and resolve possible bottlenecks timeously to ensure that printing orders are delivered as per the customer's specification. Ensuring that production equipment are kept in good condition, regularly maintained and adherence to maintenance plan and schedule. Ensure proper records keeping and accurate reporting on time as required.
- ENQUIRIES** : Mr T Khumalo Tel No: (012) 748 6329

**POST 11/53** : **DIVISIONAL MANAGER: EXAMINATION PRINTING REF NO: GPW 23/28**

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

**CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma /Bachelor's Degree in Operations/ Production/ Business Management NQF Level 6 /7 qualification as recognized by SAQA. Plus minimum of 5 years appropriate experience in the printing industry or manufacturing environment at junior management/ASD Level. knowledge and skills: in depth Knowledge and skills in Printing processes value chain or manufacturing business environment, Management of Production, Quality Assurance and Control systems, Staff Performance, Projects, Effective communication, Good interpersonal skills, conflict management and problem solving. Ability to work under pressure and meet deadlines, Understanding of ERP systems, Labour Relations Act, Basic Condition of Employment Act, Employment Equity Act, OHS Act and other National and Departmental policies and regulations.

**DUTIES** : Management of the printing of security products on digital and offset lithography printing machines. Plan and schedule the Division's printing orders and ensure that all resources required are available and allocated effectively and efficiently according to the specified requirements. Set production targets on daily basis and determine the efficiency baseline rate per workstation. Ensure effective and efficient production and printing process management. Make sure that the team adheres to Health and Safety working environment in accordance to OHS Act policies and regulations, Manage Quality assurance and control systems and wastage reduction. Monitor adherence to printing schedule and planning of print orders within the Division processes of jobs to next Division/Section. Determine and apply continuous improvement measures to production processes. Ensure that all procedures, standards and systems relating to the protection of security products matters are observed by all staff members. Proactively identify security risks and ensure that mitigating measures are in place. Ensure a smooth workflow between the workstations in the Division and the synergetic co-ordination of work in progress in line with the process value chain. Proactively identify and resolve possible bottlenecks timeously to ensure that printing orders are delivered as per the customer's specification. Ensuring that production equipment are kept in good condition, regularly maintained and adherence to maintenance plan and schedule. Ensure proper records keeping and accurate reporting on time as required.

**ENQUIRIES** : Mr T Khumalo Tel No: (012) 748 6329

**POST 11/54** : **DEPUTY DIRECTOR: COSTING AND PRICING REF NO: GPW23/29**

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

**CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma (NQF6) or Bachelor's Degree (NQF7) in a Financial Field/Financial Management as recognized by SAQA. Minimum 3 - 5 years' relevant functional experience at Assistant Director Level in a Financial/Accounting environment. Costing environment will be an added advantage. Knowledge and understanding of public service policies and procedures. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act. Understand the PFMA and Treasury Regulations. Understanding of Good Corporate Governance principles (King Report). Valid Driver's licence. Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel, Word and PowerPoint) Travelling and extended working hours may be required. Ability to communicate with all levels of management.

**DUTIES** : The preparation of proposal budget narratives. Proposal budgets and proposal cost volumes undertaken to ensure that it is strategically and competitively priced, compliant, completed on an on schedule and of the highest quality. Offer pricing strategies making cost proposals as well as review sub-contract budgets and cost proposal materials prior to submission to client or prime contractor. Oversee and gather sourcing and verification of pricing information/data and unit costs. Maintain accurate information/data in relevant databases. Managing in the assistance of the continual learning process to ensure improved GPW's competitive win rates as well as the quality of proposals submitted. Provides cost and pricing support on a full

range of proposals to include both national and international opportunities and ranging in size and complexity. Collaborates with project managers and other business units to ensure that all contract pricing activities comply with the GPW's requirements and policies. Takes a leading role in the budgetary aspects of the new business proposal development process. Provide advice to staff members on pricing strategies and ensuring compliance with all rules and regulations relating to the proposal requirements. Maintain accurate information/data in relevant databases. Offer pricing strategies making cost proposals more competitive and cost efficient. Oversee and gather sourcing and verification of pricing information/data and unit costs. Coordinates with senior management and other business units in pricing strategy and cost decisions. Develop in-house training on cost and pricing processes and strategies. Lead cost proposal modifications in competitive range discussions, under guidance of the Director and in consultation with other business units with the GPW. Maintain well documented records supporting pricing used in the development of proposals. Develop templates and other proposal forms as required. Collects cost and pricing data for bids including in-country data, market data for cost line items and provide reports. Prepare and/or update budget spreadsheet templates for various contracting mechanisms to facilitate accuracy and consistency in how budget data is compiled and presented.

**ENQUIRIES**

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Mr. Pitsi Moloto Tel No: 012 764 3926 / 067 959 1704

**POST 11/55**

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**STATE ACCOUNTANT: BUDGETING, INTERNAL REPORTING AND PROJECTS REF NO: GPW23/30**

**SALARY CENTRE REQUIREMENTS**

:

R269 214 per annum (Level 07)

:

Pretoria

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National Diploma (NQF 6)/B. Degree (NQF 7) or equivalent appropriate qualification in Financial Management/Accounting/Commerce and Auditing. 2 – 3 years' experience in a Financial environment. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Public Financial Management Act, Treasury Regulations and prescripts. Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel, Word and PowerPoint) Understand the PFMA and Treasury Regulations. Understanding of all relevant safety requirements for staff in a manufacturing environment. Extended working hours may be required. Ability to communicate with all levels of management.

**DUTIES**

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Undertake the initial planning of budget information as well as the preparation of budget working documents. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on Dynamic AX, based on the appropriate letter and Treasury instructions. Compile standard Medium Term Expenditure projections as and when required. Administer timeous resolution of audit queries. Assist with the effective administration of financial administration functions, amongst others, Budget Planning and Administration, Revenue Management and Financial System Administration. Compile standard reports on the state of expenditure, and revenue. Provide and produce quality reports regarding turnaround times, documents processed and error rates. Administer timeous resolution of audit queries. Monitors expenditure and advice on discrepancies. Analyse expenditure patterns and generate reports. Provide advice via the manager on programs to spend according to plans or adjust. Capturing of correcting journal on financial management system. Track expenditure trends and reconciliation thereof against the budget and cash flow projections. Compile standard reports on the state of expenditure, and revenue. Provide administrative support regarding projects managed by the manager for the Directorate. Follow-up on project deliverables as per specifications. Track budget expenditure against the allocated project budget. Perform and manage project related administrative functions, i.e., contribute to compilation of reports as required. Comply with GPW procedures and policies as required in the Section.

**ENQUIRIES**

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Mr. Pitsi Moloto Tel No: 012 764 3926/067 959 1704