

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** : 22 May 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form can be downloaded at www.dpsa.gov.za/vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being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). 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.

MAGAMENT ECHELON

- POST 15/45** : **DIRECTOR: ICT SECURITY, GOVERNANCE, RISK AND COMPLIANCE**
REF NO: GPW23/31
- 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** : Pretoria
- REQUIREMENTS** : Relevant Information/Communication and/or Business Management NQF 7 qualifications as recognized by SAQA. 5 years' proven experience at a Middle Management Level in an ICT environment. Added Advantage: CCNA, COMPTIA Server+, Certificate COBIT 5, ITIL, IT Service Management certification, Information Security certifications, KING 3 or 4, Project Management, CISSP, CISP, CISA, CRISC, CGEIT, TOGAF, Extensive

experience in ICT Infrastructure Management, Maintenance and Support. Knowledge of the basic configuration of the various systems like Transversal Systems (BAS, LOGIS, PERSAL). 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 ICT Infrastructure. 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. ICT Services Management, documentation, and problem-solving skills. Able to learn new technologies quickly. Attention to detail, accuracy, and Analytical skills. Ability to work independently, under pressure, and in a team. Critical thinker and problem-solving skills. Good time-management skills.

DUTIES

: The managing of the design and implementation plans for infrastructure architecture: Managing the enforcement of infrastructure architecture execution as well as ongoing refinement tasks regarding infrastructure architecture. Managing the evaluation of technology, market trends and industry development on business within the GPW. Managing the identifying of the prospective impact on business within the GPW. Managing the identification of a need to change technical architecture to incorporate infrastructure needs. The managing of the safeguarding of information assets by identifying and solving potential and actual security problems: Managing the protection of the IT system by defining access privileges, controlling structures and resources. Managing the implementing of security improvements by assessing the current situation, evaluating trends and anticipating the necessary requirements. Managing the determining of security violations and inefficiencies by conducting periodic IT audits. Managing the upgrading of the system by implementing and maintaining security controls. Managing the building of firewalls into network infrastructures, data centres and constantly monitoring for attacks and intrusions. The managing of the process of designing and defining the IT strategy and ICT service(s) continuity: Managing the implementation of corporate governance of ICT. Managing the safeguarding of information assets and information systems by identifying and solving potential and actual security problems. Managing the process to build ICT governance controls. Managing ICT risk and compliance. Managing and aligning the ICT strategy to the business strategy. Managing the designing and planning the Directorate's objectives and operations to the business continuity plan.

ENQUIRIES

: Mr. K Thamaga Tel No: 012 764 4075

POST 15/46

: **DIRECTOR: APPLICATIONS MANAGEMENT REF NO: GPW23/32**

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. Pretoria

CENTRE REQUIREMENTS

: A relevant Bachelor's Degree/National Diploma in Computer Science, or similar field equivalent to NQF 7 qualification as recognized by SAQA. 5 years' proven experience at a Middle Management Level in an ICT environment. Added Advantage: Certificate COBIT 5, ITIL, KING 3 or 4, Project Management, Business Analysis certificate. 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. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act, Expert, Understand the PFMA and Treasury Regulations.

- DUTIES** : Managing the coordinating and database activities to support application development projects: Provide functional and technical support to ensure performance, operation and stability of database systems. Manage data exporting and importing across database systems. Provide database connectivity and access support throughout the GPW. Prepare documentation of all database procedures and guidelines. Provide high level support to customers on a daily basis. Managing the providing of support and identifying all issues and address and report of all issues and solutions: Administer and resolve applications issues, provide updates and perform root cause analysis. Perform root cause assessment and debug all issues on server domain, and availability of applications. Install and prepare tools required for proper functioning of the website front line applications on a regular basis. Assisting with systems integrations and identifying and resolving technical issues. Managing the creating of system guidelines and the designing of new computer systems and frameworks for the GPW: Defining system problems by conferring with users, stakeholders and evaluating procedures and processes. Collaborating with Business Analysts, Project Leads and IT teams to resolve issues and ensuring solutions are viable and consistent. Maintaining and upgrading existing systems as required. Troubleshooting technical issues and planning risk mitigations. Manage all production systems and recommend ways to optimise performance and provide solutions to problems and prepare reports for all problems: Identifying problems and opportunities within the GPW and ultimately provide solutions that help achieve the business' goals. Implementing and support of business information systems across multiple departments. Developing new models that underpin sound business decisions. Reviewing test cases, process change requests and project's scope, acceptance, installation and deployment.
- ENQUIRIES** : Mr. K Thamaga Tel No: 012 764 4075
- POST 15/47** : **DIRECTOR: ENTERPRISE PORTFOLIO MANAGEMENT OFFICE REF NO: GPW23/33**
- 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
: Bachelor's Degree (NQF7) in Information/Business Management/Business Administration/Information Technology/Computer Studies/Information Systems is required. Formal Project Management Certification will be an added advantage. 5 years' experience at middle management level in a strategic/business analysis or business process management and/or project management environment is required.
- DUTIES** : Ensure the project management of multiple projects at all stages of the project(s) lifecycle (from initiation to implementation). Ensure responsibility for implementing and leading Lean Portfolio Governance, including planning, reporting, value/benefits management, risk and dependency management

capabilities. Drive scope and requirement gathering, option analysis as design end-to-end business processes and business solutions. Proactive issue and risk management identification and solutions. Ensure the proactive tracking of the project schedule to agreed targets. Lead the project to ensure scope is managed, project objectives are met, and an appropriate level of detail is applied. Drive the successful execution of internal projects. Coordinate project management resources are effectively and efficiently managed. Coordinate crossline of business initiatives. Lead the execution of strategic transformational programmes/projects through active engagement with stakeholders across business units, and in partnership with delivery teams and supporting functions. Support strategic project demands through collaboration to map out scope, estimate work and coordination of requirements, including applying continuous improvements. Build organizational culture, behaviours awareness and maturity related to portfolio, programme and project management. Lead and manage multiple cross-functional teams through implementation, ensuring all team members understand their roles and responsibilities, and agreed outcomes are realised. Conducting of research on applicable software to tailor made to GPW's needs. Conducting of resource and capacity planning. Development of a strategic PMO plan and system. Ensure a centralised office to provide GPW-wide guidance, governance, standardised processes, and project portfolio management practices, tools, and techniques. The selection, planning, procuring and execution of a variety of different work packages or containers, including, but not limited to, traditional projects. Ensure an integrated and implemented EPMO System for GPW's needs to include project demand management; project planning and management; time management; resource management; resource capacity planning; project portfolio management; project collaboration; programme management; reporting services; security and user management; integration and usability. Form business relationships with customers, partners, and key stakeholders, and ensures alignment with GPW's business strategies. Responsible for the Enterprise Portfolio Management Office (EMPO) and relevant stakeholders. Identify opportunities for maximizing value delivered by measuring portfolio progress, evaluating needs, and mitigating risks. Support governance structures, timelines and steering committees, prioritizing and sequencing projects effectively and in alignment with the GPW's ICT strategic objectives. Ensure strategies and sponsorship of portfolios, programs, and projects are defined and achieved. Oversees the proper utilisation of resources across projects, monitoring and reporting on scope, budgets, targets, and schedule. Collaborate with ITC leaders, customers, partners, and key stakeholders to develop strategic portfolio management roadmaps. Defines and gains alignment on project success criteria and business benefits. Delivers performance management analysis to identify investment performance (e.g., cost, schedule) against planned accomplishments through coordinated project audits and reviews. Ensure good governance within the division in line with Kings Report and other related legislation. Ensure effective management of compliance with legislation, regulations, GPW policies and procedures. Ensure compliance with all audit requirements within the division. Represent the division and GPW at strategic, management and other forums. Draft and submit reports that are required or delegated by Ministry, Board, COE or other Branches. Facilitate the implementation of business/operational norms and standards where applicable. Adhere to and promote statutory prescripts and the Code of Conduct.

ENQUIRIES : Ms B Mbhele Tel No: 012 748 6193

OTHER POSTS

POST 15/48 : **DEPUTY DIRECTOR: ICT CONTRACT AND SLA REF NO: GPW23/34**

SALARY CENTRE : R811 560 per annum (Level 11), (an all-inclusive remuneration package) Pretoria

REQUIREMENTS : A relevant Bachelor's Degree/National Diploma in Computer Science/ Communications as recognized by SAQA. Added Advantage: Service Level Management, Contract Management, ITIL, CISSP, CISP, CISA, CRISC, CGEIT, COBIT 5, KING 3, PMP, TOGAF. Minimum 3 - 5 years' relevant experience in the IT Field as well as Contracts/SLA management at Assistant Director Level. Understanding of all relevant human resources legislative framework, regulations, and prescripts. Understanding of Public Service Act,

DUTIES

Public Service Regulations, Labour Relations Act, Skills Development Act, Understand the PFMA and Treasury Regulations. Understanding of Good Corporate Governance principles (King Report).

: Ensure ICT services are delivered according to Service Level Agreements and service standards and the efficient managing of ICT contracts: Design, manage and monitor ICT service against the service level agreements or service standards. Manage and track progress of incidents logged in line with SLA's and quality standards. Manage and monitor ICT configuration items, services, software and hardware contracts and warrantee against lifespan continuum maximizing the value to the business. Accurate and timely reports provided on the above-mentioned activities as required. The providing of ICT service design, transitioning and change management, service validation and testing: Provide accurate ITC service design. The providing of effective and efficient transition and change management services. Ensure and monitor service validation and testing. Provide ICT service demand management: Ensure compliance with all Treasury, SCM and GPW service demand management prescripts and procedures. Regular analysis and auditing, as well as reporting as required. Keeping up to date regarding ICT services required and new services and service providers in the field to ensure effective and efficient services are provided to ICT. The monitoring and continual service improvement of ICT service operations and the service desk including end-user support: Ensure the re-engineering of the helpdesk, incident and problem management according to industry best practices. Ensure the identification and the effective implementation of improvements to the Helpdesk incident logging to enhance service excellence. Ensuring that the Helpdesk is fully using appropriate knowledge management tools and practices to provide efficient and effective service to customers. Manage the development of formal procedures for consistency and increased productivity of the Helpdesk and end user support. Regular analysis/audits conducted regarding ICT Helpdesk and technical support and take remedial steps. Liaise with all stakeholders on a regular basis to ensure an efficient ITC service desk. Enforce configuration standard controls: Monitor the adherence to configuration standard controls and take steps to enforce it where necessary. Ensure that all stakeholders are sensitized and well informed of the applicable configuration standards.

ENQUIRIES

: Mr. K Thamaga Tel No: 012 764 4075

POST 15/49

: **DEPUTY DIRECTOR: ICT STRATEGY AND RISK COMPLIANCE REF NO: GPW23/35**

SALARY CENTRE REQUIREMENTS

: R811 560 per annum (Level 11), (an all-inclusive remuneration package)
: Pretoria
: A relevant Bachelor's Degree/National Diploma in i.e., Technology, Information Systems, Information Technology field (security, computer science or cyber security) qualification as recognised by SAQA. Added Advantage: AWS, WAN, ITIL, MCSE, SAN, NAS, LAN, PMP, TOGAF, VCP, CISSP, CISP, CISA, CRISC, CGEIT, COBIT 5, KING 3. Minimum 3 - 5 years' relevant experience in the IT Field at Assistant Director Level. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act. Understand the PFMA and Treasury Regulations, Intermediate Understanding of Good Corporate Governance principles (King Report).

DUTIES

: Managing ICT risk and compliance: Managing and ensuring that adequate controls are in place to mitigate risk. Managing and ensuring that adequate controls are in place to ensure effective and efficient compliance are undertaken in the ICT environment within the GPW. Developing frameworks aligned to the appropriate industry standards, creating the correct forums. Establishing monitoring mechanisms to ensure compliance is effective. Monitor, identify and communicate external new and emerging IT risks/threats and test adequacy of existing controls in relation to this and recommending actions for improvement. Continuous monitoring of levels of IT risks across the GPW to mitigate or address identified risks, and issues as well as audit findings raised. Managing and aligning the ICT strategy to the business strategy: Reviewing processes and ensuring that adequate controls are in place to mitigate risk. Leading and driving Governance, Risk and Compliance initiatives. End to end management of the reporting process and consolidation for regular internal and periodic statutory reporting to communicate an accurate and

complete view of IT risk profile and in a manner that guides actionable management decisions. Design, plan and manage the Directorate and align to the business continuity plan: Fully alignment with the business continuity plan. Identifying all legislation applicable in the IT environment and asses the GPW's compliance and develop plans to ensure proper compliance to the business continuity plan. Define, develop, review and implement IT compliance framework, and align to international best practices and standards. Conduct annual compliance assessments. Ensure compliance to internal IT policies and procedures and report on exceptions on a regular basis. Define, develop, review and implement the disaster recovery policy, and contribute to the development of the business continuity policy and plan. Develop, implement and test the GPW's Disaster Recovery Plan (DRP). Report on the status of disaster recovery capabilities.

ENQUIRIES : Mr. K Thamaga Tel No: 012 764 4075

POST 15/50 : **DEPUTY DIRECTOR INFRASTRUCTURE AND ENTERPRISE ARCHITECTURE REF NO: GPW23/36**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (an all-inclusive remuneration package)
: Pretoria

: A relevant Bachelor's Degree/National Diploma in Computer Science, Engineering, Technology, Information Systems, Information Technology, Business, Science, or Infrastructure Architecture qualification as recognised by SAQA. Added Advantage: AWS, WAN, ITIL, MCSE, SAN, NAS, LAN, PMP, TOGAF, VCP, CISSP, CISP, CISA, CRISC, CGEIT, COBIT 5, KING 3, and PMP. Minimum 3 - 5 years' relevant experience in the specific IT Field at Assistant Director Level. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act. Understand the PFMA and Treasury Regulations, Intermediate. Understanding of Good Corporate Governance principles (King Report).

DUTIES : Enforce infrastructure architecture execution as well as ongoing refinement tasks within the GPW: Design, implement and integrate information systems to fit in with existing systems infrastructure within the GPW within the required timeframe and budget. Liaise and work with different managers/units within GPW as well as service providers to ensure effective and up to date solutions that would achieve business goals and fit within existing systems. Champion Infrastructure Architecture core principles, ensuring compliance across all GPW Infrastructure activities. Evaluate technology, market trends and industry plus identify prospective impact on GPW business: Research current infrastructure technology in the industry to stay on top of the latest trends and identify the impact on the GPW'S business. Prospective impact analysis identified and advised upon. Recommend improvements or alternative technologies to better meet the business needs of the GPW. Identify need to change technical architecture to incorporate infrastructure needs within the GPW: Analysing the existing systems to ensure that these systems provide the necessary security and meet the needs of the GPW. Recommend improvements or alternative technologies to better meet the business needs of the GPW. Design review and integrate new systems. Formulate detailed plans (including logistic plans for conducting physical integration of hardware) to add new systems to the existing core infrastructure. Provide technical direction and support throughout this process. Evaluate any new system that has been integrated into the GPW infrastructure. Keep track of the success of the project, identifying best practices for future implementation. Provide feedback to Senior Managers and Units within the GPW and incorporate all gathered information into future integration plans.

ENQUIRIES : Mr K Thamaga Tel No: 012 764 4075

POST 15/51 : **DEPUTY DIRECTOR: APPLICATION SUPPORT REF NO: GPW23/37**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (an all-inclusive remuneration package)
: Pretoria

: A relevant Bachelor's Degree/National Diploma in Computer Science, or similar field equivalent to a NQF 7 qualification as recognized by SAQA. Added Advantage are: Certificate in COBIT 5; ITIL; KING 3 or 4; Project Management; Business Analysis Certificate; Certificate in SDLC and Business Process

Management. Minimum 3 - 5 years' relevant experience in the specific ICT Field at Assistant Director Level. 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). Competencies Needed: 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.

DUTIES

: Managing 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 users are enabled (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 and timely. Technology solutions proactively addressed. Pro-actively resolve technical issues. Maintenance plans and upgrading schedules for the GPW's system(s) undertaken and implemented. The managing of the performing of root cause assessments and debugging of all issues on server domain, and availability of applications. Server domain adequately assessed, and applications maintained. Technical support to internal and external clients provided effectively and efficiently when required. System integration ensured. The managing of the installing and preparing of tools required for proper functioning of website front line applications on regular basis. Tools for proper functioning of the website developed and applied to ensure smooth running of the system. Improved technology applications developed and implemented. Updated and proper functioning of front-line application(s). The managing of systems integrations and identifying and resolving technical issues. Systems properly integrated. Pro-actively resolve technical issues. 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 integrated systems. Enhanced value-added service delivery.

ENQUIRIES

: Mr K Thamaga Tel No: 012 764 4075

POST 15/52

: **DEPUTY DIRECTOR: DATABASE ADMINISTRATION REF NO: GPW23/38**

SALARY CENTRE

: R811 560 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 a NQF 7 qualification as recognized by SAQA. Added Advantage are: Certificate COBIT 5; ITIL; KING 3 or 4; Project Management; Business Analysis; Certificate in SDLC, Business Process Management. Minimum 3 - 5 years' relevant experience in the specific ICT Field at Assistant Director Level. 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). Competencies Needed: 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.

DUTIES

: Provide functional and technical support to ensure performance, operation and stability of database systems. Ensure effective and efficient database and the availability of data. The protecting of data from loss and corruption. Accurate, protected and available data. Optimal performance and operations achieved through effective functional and technical support. Data availability, accessibility and integrity adhered to at all times. Manage data exporting and importing across database systems. The ensuring of data extraction, transformation and loading (ETL) of data to ensure the importing of large volumes of data that has been extracted from multiple systems into a data warehouse. Ensuring that external data is cleaned up and transformed to fit the desired format to ensure that it can be imported into a central repository. Data integrity adhered to at all times. Well-managed data exported and imported across the data system(s) within the GPW. Provide database connectivity and access support throughout the GPW. Data base connectivity is adhered to at all times. Access is achieved and effective support is provided on an ongoing basis in terms of the database. Ensuring the setting up of GPW's employee's access and determining the level and types of access allowed. The continuous maintenance of the database is undertaken timeously. Prepare documentation of all database procedures and guidelines. Well-documented information is available on all database procedures and guidelines. Backup and recovery plans and procedures are created based upon industry best practices. Pro-active and preventative measures are put in place to preserve data at all times. Constant scheduling of database backups to preserve valuable data. The proactive restoration of possible data loss and ensure an effective recovery plan. Provide high-level support to customers on a daily basis. To ensure that calls for troubleshooting are dealt with timeously and to customer's needs. The constant monitoring and evaluating of the database's effective operations and possible physical configuration is needed. Customer satisfaction in terms of effective and efficient support provided. Quick and effective response times are adhered to at all times.

ENQUIRIES

: Mr. K Thamaga Tel No: 012 764 4075

POST 15/53

: **ICT SECURITY SPECIALIST REF NO: GPW23/39**

SALARY CENTRE REQUIREMENTS

: R811 560 per annum (Level 11), (an all-inclusive remuneration package)
 : Pretoria
 : A relevant Bachelor's Degree/National Diploma in Technology, Information Systems, Information Technology field (security, computer science or cyber security) qualification as recognised by SAQA. Added Advantage: CISSP, CISP, CISA, CRISC, CGEIT, COBIT 5, KING 3, ITIL, PMP, TOGAF. Minimum 3 - 5 years' relevant experience in the specific IT Field at Assistant Director Level. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act. Understand the PFMA and Treasury Regulations, Intermediate. Understanding of Good Corporate Governance principles (King Report).

DUTIES

: Protecting the system by defining access privileges, control structures and resources: Responsible for the integrity and protection of GPW's information systems from unauthorised access and violations. Analyse potential security risks, evaluate trends, anticipates requirements, and develops incident response plans. Analyse potential security risks, evaluates trends, anticipates requirements, and develops incident response plans that protects the systems by defining access privileges, control structures and resources for staff and guests. Implementing security improvements by assessing current situation, evaluating trends and anticipating future requirements: Responsible for the integrity and protection of GPW's information systems from unauthorised access and violations. Analyse potential security risks, evaluate trends, anticipates requirements, and develops incident response plans. Analyse potential security risks, evaluates trends, anticipates requirements, and develops incident response plans that protects the systems by defining access privileges, control structures and resources for staff and guests. Situational analysis undertaken to determine and evaluate trends and future requirements. Analyse potential security risks, evaluate trends, anticipates requirements, and develops incident response plans. Prevention/Detection Systems. Analyse, recommends, installs, and maintains software security applications and monitors contractual obligations (if applicable) performance delivery and service level agreements. Implement and monitor Intrusion Prevention/Detection Systems. Establishes, manages, and administer the GPW's ICT security policies and procedures to ensure preventive and recovery strategies are in place and to minimise the risk of internal and external security threats. Determining security violations and inefficiencies by conducting periodic IT audits: Responsible for the integrity and protection of GPW's information systems from unauthorised access and violations. Conducts periodic IT audits or penetration tests. Ensure that the GPW network environment have the latest IT security infrastructures. Monitors and audit system for abnormal activity, reports violations and executes corrective actions. Upgrade the system by implementing and maintaining security controls: Partake in the development and reviewing of ICT policies and procedures. Ensure that all GPW infrastructure has the correct level of protection to ensure secure operations. Participates in business continuity and disaster recovery planning, providing security, availability, integrity, and confidentiality. Establishes, manages, and administer the GPW's ICT security policies and procedures to ensure preventive and recovery strategies are in place and to minimise the risk of internal and external security threats. Ensure minimal number of security related service downtime. Building firewalls into network infrastructures, data centres and constantly monitor for attacks and intrusions: Partake in the deployment of Facing Firewalls. Firmware upgrade and patch management of all Firewall devices. Public DNS Management and External Mail Flow. Ensure that all GPW infrastructure has the correct level of protection to ensure secure operations. Partake in setting up virtual local area network (VLAN). Analyse potential security risks, evaluate trends, anticipates requirements and develops incident response plans. Prevention/Detection Systems.

ENQUIRIES

: Mr. K Thamaga Tel No: 012 764 4075

POST 15/54

: **ASSISTANT DIRECTOR: DATA MANAGEMENT AND VIRTUAL INFRASTRUCTURE REF NO: GPW23/40**

SALARY CENTRE

: R424 104 per annum (Level 09)
: Pretoria

REQUIREMENTS

: A relevant Bachelor's Degree/National Diploma in Computer Science, Information Technology, Business, Computer Science, Electrical Engineering or project management qualification as recognised by SAQA. Added Advantage: II, IAT, ITIL, SA, SE, RHE, MUST, RHCA, ASE, ATP, VCTA, VCAP, VMware ESX Enterprise administration, VCP-DCV certification, SAN, NAS, LAN, PMP, TOGAF, VCP. Minimum 3 - 5 years' relevant experience in the ICT environment. Understanding of all relevant human resources legislative framework, regulations and prescripts Expert. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act, Expert. Understand the PFMA and Treasury Regulations, Intermediate. Understanding of Good Corporate Governance principles (King Report), Expert.

DUTIE

: Administer the installation and maintenance of the GPW data centre: Maintain, install, and update data centre systems, for both physical and software. Assist with the establishing of the rules related to data accessibility and distribution. Install/provide safety measures and protection of customers' data. Administer the storage and distribution, backing up of data. Recordkeeping of the installations, upgrades, and maintenance of systems or software. Customizing database to fit with the requirements of the GPW. Ensure data centre and asset polices are adhered to at all times. Responsible for local inventory, maintenance, and license management. Assist with the development of policies and procedures in the unit. Administer GPW cloud computing platforms, lifecycle, and services. Perform troubleshoot on data centre and identify issues: Performs complex software/hardware troubleshooting, patches, and re-installations in cooperation with the admin teams/service providers and in accordance with the change control process. Ensuring the efficient handling of customers' inquiries and issues. Conduct daily hardware check of the GPW systems and initiates replacements as necessary: Repairing of equipment. Ensuring precautions measures are set in place whenever power outages or malicious attacks occurred. Planning for any probable disruptions, problems, and emergencies. Configuring, managing, and analysing automated system utilized in the GPW. Research and the administering of projects: Research new technologies and present recommendations and justifications on hardware and software purchases. Upgrade the hardware or software used by the GPW. Utilising new tools that could be used to improve efficiency or curtailing costs. Keep Staff/Managers and units informed on new developments and provide technical support. Responsible for creation and maintenance of published documentation such as operations manuals, rack diagrams and photos, floorplans, and contact information. Building new physical and virtual servers, install operating systems and application software: Provide physical and virtual servers according to the needs of GPW. Provide security infrastructure solutions for cloud-based environment used by GPW. Installing of operating systems and application software. Top-down configuration of hypervisors including networking, storage, and user access: Configure speed, efficiency, and flexibility of hypervisors optimally for GPW. Take steps to ensure the safety and security of information for GPW. Accessible information to users. Develops and implements the configuration of Storage and Backup Platforms: Take steps to ensure effective and secure virtual storage and Backup platforms. Backup platforms established, implemented, and secured. Interacting with internal and external resources to configure and deploy new software and hardware: Conduct needs analysis. Form part of the project team to ensure the most applicable and recent software and hardware are deployed.

ENQUIRIES

: Mr. K Thamaga Tel No: 012 764 4075

POST 15/55

: **WAREHOUSE CONTROLLER REF NO: GPW 23/41**

SALARY CENTRE REQUIREMENTS

: R359 517 per annum (Level 08)
: Regional Warehouse: East London
: Relevant NQF 6 Qualification in Logistics management or equivalent 3-5 years relevant experience in Warehouse. Distribution and stock Control will be an added advantage. 2-3 years' proven supervisory experience. Computer Literacy (MS Office, with focus on Excel and PowerPoint).

DUTIES

: To ensure that stock is effectively managed and available for distribution to Customers To ensure that customer purchase orders and quotations are captured timeously The operational overseeing and coordination of warehouse tasks Monitor and supervised warehouse personnel and ensure compliance to GPW Policies Develop and manage Inventory Control mechanism in the warehouse Ensure that interplant transactions are monitored regular Develop and maintain proper Document Control and all transactions are monitored and reconciled. Conduct a distribution plan and route plan that is cost effective and efficient Ensures that GG Fleet are monitored and trips are authorised. Manage key accounts and ensure that customer's queries are resolved timeously. Manage 3PL Performance as per treasury RT8 and RT5 transversal. Contract. Ensure that health and safety regulations are adhered to within the warehouse environment Ensure that inbound and outbound flow of stock is supervised and tracked Ensure that Bin location are supervised and maintained regularly Ensure that all Audit recommendations by Internal audit and AGSA are

		implemented Manage employee performance and ensure all labour related matters are identified and resolved.
<u>ENQUIRIES</u>	:	Mr V Manganye Tel No: 012 748 6131
<u>POST 15/56</u>	:	<u>WAREHOUSE CONTROLLER REF NO: GPW 23/42</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Regional Warehouse: North West
<u>REQUIREMENTS</u>	:	Relevant NQF 6 Qualification in Logistics management or equivalent 3-5 years relevant experience in Warehouse. Distribution and stock Control will be an added advantage. 2-3 years' proven supervisory experience. Computer Literacy (MS Office, with focus on Excel and PowerPoint)
<u>DUTIES</u>	:	To ensure that stock is effectively managed and available for distribution to Customers. To ensure that customer purchase orders and quotations are captured timeously The operational overseeing and coordination of warehouse tasks Monitor and supervised warehouse personnel and ensure compliance to GPW Policies Develop and manage Inventory Control mechanism in the warehouse Ensure that interplant transactions are monitored regular Develop and maintain proper Document Control and all transactions are monitored and reconciled. Conduct a distribution plan and route plan that is cost effective and efficient Ensures that GG Fleet are monitored and trips are authorised. Manage key accounts and ensure that customer's queries are resolved timeously. Manage 3PL Performance as per treasury RT8 and RT5 transversal Contract. Ensure that health and safety regulations are adhered to within the warehouse environment Ensure that inbound and outbound flow of stock is supervised and tracked Ensure that Bin location are supervised and maintained regularly. Ensure that all Audit recommendations raised by internal audit and AGSA are implemented. Manage employee performance and ensure all labour related matters are identified and resolved.
<u>ENQUIRIES</u>	:	Mr V Manganye Tel No: 012 748 6131
<u>POST 15/57</u>	:	<u>PROJECT ADMINISTRATOR: ENTERPRISE PORTFOLIO MANAGEMENT OFFICE REF NO: GPW23/43</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma/Bachelor's Degree (NQF 6/7) as recognised by SAQA preferably in Information/Business Management/Business Administration/Information Technology systems is required. Formal Project Management Certification will be an added advantage. 1-2 years' experience in a strategic/business analysis or business process management and/or project management environment is required.
<u>DUTIES</u>	:	Ensure administrative support for the project management of multiple projects at all stages of the project(s) lifecycle (from initiation to implementation). Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility. Define tasks and required resources. Assist in the identification of risks and solutions. Proactive tracking of the project schedule to agreed targets. Ensure that project management resources and activities are effectively and efficiently utilised. Develop detailed project plans to monitor and track progress. Keep track of budgets and project expenditures. Assist with the setting up of project meetings and suitable venues. Ensure projects are delivered on time, within scope and budget. Create and maintain comprehensive project documentation. Coordinate quality controls to ensure deliverables meet requirements. Provide administrative support in project demands through collaboration to assist in the mapping out of the scope, estimated work and requirements. Ensure effective and efficient awareness regarding portfolio, programme, and project management within the Unit. Undertake research on applicable software to tailor made to GPW's needs. Conducting of resource and capacity planning. Assist in the development of a EPMO plan and system. Undertake planning and procuring of a variety of different work packages, but not limited to, traditional projects. Act as point of contact for all participants. Assist in the planning, development, implementation, of ICT enterprise projects, initiatives, and programs/projects. Assist in the identifying of opportunities for maximizing value delivered by measuring portfolio progress, evaluating needs, and mitigating risks. Provide administrative support for governance structures, timelines and steering committees, prioritizing, and sequencing projects effectively and in alignment

with the GPW's ICT strategic objectives. Assist in the proper utilisation of resources across projects, monitoring and reporting on scope, budgets, targets, and schedule. Break projects into doable tasks and set timeframes and goals. Schedule regular meetings and record decisions (e.g., assigned tasks and next steps). Measure and report project performance. Create and update workflows. Conduct risk analysis. Prepare and provide documentation to internal teams and key stakeholders. Ensure effective management of compliance with legislation, regulations, GPW policies and procedures. Ensure compliance with all audit requirements within the division. Monitor project progress and address potential issues. Track expenses and predict future costs. Adhere to and promote statutory prescripts and the Code of Conduct. Develop and control project register. Organise Project meetings and minutes. Ensure proper documents for projects. Maintain project filing system.

ENQUIRIES

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Ms B Mbhele Tel No: 012 748 6193

POST 15/58

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ICT TECHNICIAN: ICT TECHNICAL SUPPORT REF NO: GPW23/44

SALARY

:

R294 321 per annum (Level 07)

CENTRE

:

Pretoria

REQUIREMENTS

:

A relevant 3-year tertiary qualification in Computer Science/Information Technology/ Business Information Systems or equivalent qualification. The following will serve as an added advantage: CompTIA A+/N+, ITIL Foundations, COBIT 5, CompTIA Security+; Service Desk Institute: Service Desk Analyst International Certification. 2 - 3 years' experience in providing desktop and end user support. Working knowledge of computer Hardware and software troubleshooting. Basic knowledge of call desk logging systems. Basic knowledge of 802.1 x. [device authentication] Basic knowledge of Antivirus applications. Working knowledge of Thin-Client Computing. The candidate must possess good communication skills (verbal & written).

DUTIES

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Action helpdesk requests to assist users with hardware and software issues effectively and timely. Escalate incidents that require higher level support immediately. Liaise with Helpdesk on completion of assigned tasks. Identify appropriate cost-effective IT solutions to meet GPW's demands. Implement timeous software updates. Provide first line support to Virtual desktop VMWare View environment. Troubleshoot software and hardware problems and conduct failure analysis to take remedial steps and for record purposes. Change and replace faulty hardware on computers and printers. Ensure training support for users including the education and assistance with basic computer housekeeping. Provide remote support to end-users in remote offices. Set up workstations and peripherals timeously for new staff. Proper installation of appropriate desktop computers and laptops including hardware and software required for users. Install the required security measures on all computers provided and set up for users. Assist in moving end-user computer equipment when required. Decommission old computers and ensure GPW data is removed. Collect feedback from line managers and liaise with all stakeholders to ensure customer satisfaction and best practices. Engage in research and development activities to ensure the use of the best, up to date and cost-effective equipment and methods to improve services to the users and GPW. Update policies and procedures accordingly. Test and record new equipment and ensure safekeeping thereof in the ICT stores. Check and record equipment according to the individual equipment log for departing employees. Conduct audits on all equipment annually, maintain asset registers and submit reports to finance timeously. Maintain current individual equipment logs. Report monthly on IT activities, unresolved issues, threats and planned activities.

ENQUIRIES

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Mr K Thamaga Tel No: (012) 764 4075

POST 15/59

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HELPDESK OPERATOR REF NO: GPW23/45

SALARY

:

R202 233 per annum (Level 05)

CENTRE

:

Pretoria

REQUIREMENTS

:

A relevant 3-year tertiary qualification in Computer Science/Information Technology/ Business Information Systems or equivalent qualification as recognised by SAQA. Added Advantage: CompTIA A+/N+, ITIL Foundations, COBIT 5, CompTIA Security+. 2 - 3 years' experience in a related functional area. The candidate must possess good communication skills (verbal & written) as well as good customer service skills. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of

DUTIES

Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act. Understand the PFMA and Treasury Regulations. Understanding of Good Corporate Governance principles.

- : The rendering of efficient and effective first line support: Register calls on the help desk system, route and manage incoming calls manually or via email and an automated call distribution system. Escalate problems in the help desk system to other support areas and track activities related to the resolution of the problem. Escalate high impact problems to management immediately. Provide first level telephone support to the end-user community on hardware, software, and network-related problems. Resolve a variety of basic problems related to desktop hardware and software during initial contact from the customer. Classify the level, priority, and nature of the problem. Interpret and communicate technical information to non-technical users and colleagues. Maintain service standards according to established policies, procedures, and best practices to ensure high levels of customer satisfaction. Actively work with business stakeholders and other teams to prioritise issues and tasks to ensure effective use of resources and achievement of established deadlines. Monitor and provide feedback on timeliness and effectiveness of problem and service request resolutions. Basic advice regarding the set-up, configuration, and usage of computer. Support disaster recovery activities. Contribute to service improvement to ensure customer satisfaction and streamlining of services: Identifying areas of potential knowledge growth that would increase 1st level resolution. Identify training and development needs to ensure performance efficiency at the ICT Helpdesk. Stay up to date with customer relationship management (CRM) practices to ensure ongoing effective client service. Stay informed up to date of changes that may have an influence on the end user services/systems. Compliance and administrative support: Follow all compliance and audit guidelines as well as standard operating procedures and policies at all times. Assist with documentation as required. Recordkeeping and reporting: All calls to be logged on the call logging system. Update call logging system regularly to ensure accurate recordkeeping. Provide daily, weekly, and monthly stats with reference to calls logged, completed and still open. Provide information for reporting timeously.

ENQUIRIES

- : Mr. K Thamaga Tel No: 012 764 4075

POST 15/60

ADMINISTRATION CLERK REF NO: GPW23/46

**SALARY
CENTRE
REQUIREMENTS**

- : R202 233 per annum (Level 05)
- : Pretoria
- : NQF level 4 (Grade 12) or Equivalent. Logistics or SCM Qualification will be an added advantage. Appropriate experience at least for 1-2 Warehouse Experience. The candidate must have Knowledge & understanding of inventory Control. Knowledge on how to plan the execution of Cycle Count. Monthly tasks and annual Stock Count. Knowledge and understanding of transfer order and Journals.

DUTIES:

- : Scanning of Proof of delivery on GPW S Drive Portal. Ensuring that customer purchase timeously. Scanning and uploading of Document on ERP. Capturing of Customer Purchase orders. Capturing of customer quotations. Maintain accurate Record keeping Ensuring that customer quotations are captured timeously Filling and recording of documents. Customer Service Inventory management Cycle count monthly and annual stock count ensuring that customer queries are resolved timeously.

ENQUIRIES

- : Mr. V Manganye Tel No: 012 748 6131

POST 15/61

STORES ASSISTANT REF NO: GPW23/47

**SALARY
CENTRE
REQUIREMENTS**

- : R171 537 per annum (Level 04)
- : Pretoria
- : NQF level 2 (Grade 10) Equivalent. Valid Forklift Driver's License Appropriate experience at least for 1-2 Warehouse Experience 1-2 Forklift Driving Experience Knowledge & understanding of inventory Control. Knowledge on how to plan the execution of Cycle Count, Monthly tasks and annual Stock Count. Knowledge and understanding of transfer order and Journals.

DUTIES

- : Ensure that trucks are offloaded and loaded timeously. Counting of Loaded stock counting of received stock. Ensure that you conduct daily Forklift Checklist. Operate forklift within health and safety requirements. Safekeeping of all cleaning materials and equipment. Ensures that received stock is binned

ENQUIRIES

correctly. Bin stacking maintained according to safety standards. Ensure that customer stock are packed into boxes and labelled properly. Assist with monthly and annual stock count.
Mr. V Manganye Tel No: 012 748 6131