

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** : 05 June 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form can be downloaded at www.dpsa.gov.za/vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being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.
- ERRATUM:** Kindly note that the closing date for the three SMS posts namely; Director: ICT Security, Governance, Risk and Compliance Ref No: (GPW23/31); Director: Applications Management Ref No: (GPW23/32); Director: Enterprise Portfolio Management Office Ref No: (GPW23/33) that were advertised in Public Service Vacancy Circular 15 dated 05 May 2023 with closing date of 22 May 2023, has been extended to 05 June 2023.

OTHER POSTS

- POST 17/47** : **ASSISTANT DIRECTOR: GENERAL LEDGER MANAGEMENT REF NO: GPW 23/49**
- SALARY** : R424 104 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised National Diploma/Degree at NQF 6/7 in Financial Accounting/Administration. Minimum of three-five (3-5) years' experience in a

		financial accounting environment of which at least 2 years should be in a supervisory role.
<u>DUTIES</u>	:	Ensuring the preparation and processing of financial transactions. Assist with the development and maintenance of financial accounting processes and procedures. Ensure that financial procedures and methods in the Division are in line with sound financial systems, practices and processes, compliant with relevant legislation and meet principles of international best practices. The analysis and evaluating of complex financial information. Provide information and assist with audit queries. Assist with the implementing of corrective action on auditors' findings and recommendations. Ensure statutory returns (e.g. VAT) are accurate for sign off of the Manager. Oversee General Ledger Implementation and managing internal controls. Ensuring the accurate performing of general ledger functions inter alia, the following up of unreconciled transactions, the processing of entries from clearing accounts in the Division. Authorise actions in line with delegations and monitor that bank reconciliation is done monthly and all financial transactions are allocated correctly to the relevant cost centres. Prepare and review general journals along with relevant backup documentation. Manage the filing of all journals and other relevant general ledger documentation. The compiling of financial statements and reports. Compile and submit accurate monthly and other statements as required on time. Monthly reporting done accurately and timeously according to departmental and Treasury requirements. Developing of policies and procedures. Assist with the developing and review of policies and procedures in the Division.
<u>ENQUIRIES</u>	:	Ms H Curlewis Tel No: (012) 748 6244
<u>POST 17/48</u>	:	<u>ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: GPW 23/50</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pretoria National Diploma (NOF6) in Labour Relations/ Labour Law/ Human Resources. Minimum 3 years' relevant functional experience in the human resources/labour relations environment. Exposure to departmental bargaining chamber and dispute resolution procedure to collective bargaining. Valid Driver's licence and willingness to travel are essential. Knowledge and understanding of public service policies and procedures. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act. Skills and competences: Effective communication skills (Verbal and Written); Team building skills; interpersonal skills; leadership and management skills; conflict and knowledge management skills; analytical thinking skills; computer skills.
<u>DUTIES</u>	:	Represent the GPW at the Departmental Bargaining Chamber (DBC); Advise department on collective bargaining matters; Liaise with trade union on matters of mutual interest; monitor and ensure compliance with legislation, regulations, policies and procedure within the GPW; Develop and implement a database of all trade union representatives; Develop, implement and review Employee Relations strategies and policies; Facilitate training and advocacy on Labour relations matters ;Advise management on procedure to be followed during strike action ; Ensure the taking of minutes during multilateral meetings and ensure inputs are addressed accordingly; Render the secretariat function for the Departmental Bargaining Chamber and other related labour relations structures; Ensure proper mandates are obtained from principles prior to the collective bargaining process; oversee of follow-up actions on decisions and executing of decisions taken ; Monitor and evaluate the Labour trends within the GPW ;Provide collective bargaining support and general support on compliance for reporting to stakeholders ;Administer and provide the administrative support in respect of collective bargaining.
<u>ENQUIRIES</u>	:	Ms. L Maswanganyi Tel No: (012) 748 6266
<u>POST 17/49</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: GPW 23/51</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pretoria National Diploma (NOF6) in Labour Relations/ Labour Law/ Human Resources. Minimum 3 years' relevant functional experience in the human resources/labour relations environment. Knowledge and understanding of public service policies and procedures; mediation and arbitration. Understanding of Public Service Act, Public Service Regulations, Labour

Relations Act. Ability to work under no supervision, work under pressure, interpret & apply relevant legislation, regulations, resolutions & policies, develop and apply policies organise and plan under pressure, and collect and interpret information and reports. Valid Driver's licence and willingness to travel are essential. Skills and competences: Effective communication skills (Verbal and Written); Team building skills; interpersonal relations skills; leadership and management skills; conflict and knowledge management skills; analytical thinking skills; computer skills and report writing skills.

DUTIES : Investigate misconduct cases and compile investigation reports; Prosecute / Initiate disciplinary cases; Monitor precautionary suspensions; Facilitate the referral of appeals to the Appeal Authority Committee; Render advisory to management and employees on dispute prevention and resolution; Represent the Department at conciliation and arbitration; Investigate grievances, and facilitate conciliatory and/or mediatory meetings in resolving grievances; monitor and evaluate Labour Relations trend within the GPW; Facilitate training and advocacy on labour relations matters; Ensure compliance with relevant legislation, regulatory framework, and reporting requirements; Ensure compliance on capturing of cases on PERSAL; Compile electronic register for grievance, misconduct and disputes cases; Formulate Labour relations policies, procedures; Perform administrative and supervisory functions.

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

POST 17/50 : **ACCOUNTING CLERK: SALARIES AND PAYROLL REF NO: GPW 23/52**

SALARY : R202 233 per annum

CENTRE : Pretoria

REQUIREMENTS : Grade 12 with Accounting. An appropriate recognised National Diploma in Accounting, Financial Accounting or Public Finance will be an added as advantage. Knowledge of PERSAL will be an added advantage. Computer literate and strong in Excel. Analytical and numeracy skills. Good communication skills (both written and verbal). Planning and organizing skills. Problem solving and decision making skills. Interpersonal skills. Ability to work in a team. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations.

DUTIES : Process allowances and deductions on PERSAL. Process salary recalls, salary reversals and salary freezing. Collect payslips and payroll at Bureau Beta, sort according to pay-points and distribute. Administration of Payroll Reports. Assist with the monthly employees Tax Reconciliation, declaration and payments to SARS. Capture tax related transactions on PERSAL. Distribute employees IRP5s and re-issue duplicate IRP5s. Handle all service terminations and the transfer of employees to and from the department. Issue of Last Pay Certificate. Inter-departmental claims. Employees' debt management. Liaise and render salary advice to clients within and outside the Department.

ENQUIRIES : Mr S Manthata Tel No: (012) 748 6365