

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 Chief Directorate: 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) 748-6296
- CLOSING DATE** : 04 September 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form can be downloaded at www.dpsa.gov.za-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being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. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POSTS

- POST 29/48** : **DIVISIONAL MANAGER: PRINTING OPERATIONS REF NO: GPW 23/60**
- SALARY** : R958 824 per annum, (an all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma /Bachelor's Degree in Operations/ Production/ Business Management at NQF Level 6 /7 qualification as recognized by SAQA. A minimum of 3 - 5 years appropriate supervisory experience in the printing industry or manufacturing environment at ASD / middle management 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 offset We-Fed and lithography Sheet-Fed printing subdivisions. Plan and schedule the Division's printing orders and ensure that all resources required organized and allocated effectively and efficiently according to the specified requirements. Set production targets on daily basis, monitor and determine the effective and efficient baseline rate per workstation. Ensure effective and efficient production and utilization of printing processes. Ensure 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 29/49 : **CHIEF ARTISAN SECURITY WEB-FED PRINTING REF NO: GPW 23/61**

SALARY CENTRE REQUIREMENTS : R434 787 per annum, (OSD Model)
: Pretoria
: Grade 12 or equivalent qualification plus a completed apprenticeship and passed Trade Test in Rotary Web-Offset /Lithography / Continuous Stationery Machine Minding. At least 10 years post-apprenticeship experience in Lithography/ Rotary Web-Offset Continuous Stationery Machine Minding of which 5 years' must have been in operating multi-color computerized web-fed machines. Concepta printing press experience will be an added advantage .3 years' proven supervisory experience. Commitment to work shifts, Knowledge of Safety, Healthy, Environment and Quality (SHREQ) management requirements Act and other regulations and policies.

DUTIES : Operate and oversee an automated multi-colour Web-Fed Continuous Stationery Concepta printing press with specialized finishing process such as the Sheeter, Folder, and numbering and Web delivery unit. Assist in managing and or supervision of the Security Special product printing team. Ensure Efficient and effective utilization of production equipment, make sure that daily production targets are met and provide daily production reports to management. Provide technical assistance on operational challenges and maintenance of the printing press. Oversee and monitor the training programmes of apprentices, Printers Assistant and Artisans. Ensure that the equipment are kept in good condition and regularly maintained and ensure that quality assurance and control of the printed security product processes are adhered to in accordance to SOP and customer's specifications. Plan, organize and allocate production resources in line with production schedule. Make sure the working environment and housekeeping is in Comply with all OHSA safety regulations. Monitor and mitigate plant related safety risks.

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

POST 29/50 : **CHIEF ARTISAN SECURITY SHEET-FED PRINTING REF NO: GPW 23/62**

SALARY CENTRE REQUIREMENTS : R434 787 per annum, (OSD Model)
: Pretoria
: Grade 12 or equivalent qualification plus a completed apprenticeship and passed Trade Test in Lithography Machine Minding. At least 10 years post-apprenticeship experience in Lithography Machine Minding of which 5 years' must have been in operating multi-color computerized web-fed machines. Komori printing press experience will be an added advantage .3 years' proven supervisory experience. Commitment to work shifts, Knowledge of Safety, Healthy, Environment and Quality (SHREQ) management requirements Act and other regulations and policies.

DUTIES : Operate and oversee an automated multi-colour Lithography printing press. Assist in managing and or supervision of the Security Special product printing team. Ensure Efficient and effective utilization of production equipment, make sure that daily production targets are met and provide daily production reports to management. Provide technical assistance on operational challenges and maintenance of the printing press. Oversee and monitor the training programmes of apprentices, Printers Assistant and Artisans. Ensure that the equipment are kept in good condition and regularly maintained and ensure that quality assurance and control of the printed security product processes are adhered to in accordance to SOP and customer's specifications. Plan, organize and allocate production resources in line with production schedule. Make sure the working environment and housekeeping is in Comply with all OHSA safety regulations. Monitor and mitigate plant related safety risks.

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

<u>POST 29/51</u>	:	<u>CHIEF ARTISAN EXAMINATION PACKAGING REF NO: GPW 23/63</u>
<u>SALARY</u>	:	R434 787 per annum, (OSD Model)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification plus a completed apprenticeship in Mechanised Binding Trade 10 years' post-apprenticeship experience in a printing production environment of which 5 years' must have been in the examination material processing field and at least 3 years' proven supervisory experience. Sound knowledge of mechanized binding, packaging and printing processes equipment Computer literacy (MS Office) Good interpersonal relations Have the Ability to overcome operational challenges, transfer of skills and commitment to work shift.
<u>DUTIES</u>	:	Operate packaging and finishing equipment and assist in managing and or supervision of the packaging team. Ensure Efficient and effective utilization of production equipment, make sure that daily production targets are met and provide daily production reports to management. Provide technical assistance on operational challenges, maintenance, Oversee and monitor the training programmes of apprentices, Printers Assistant and Artisans. Ensure that the equipment are kept in good condition and regularly maintained and ensure that quality assurance and control of the packaging and finishing processes are adhered to in accordance to SOP and customer's specifications. Plan, organize and allocate production resources in line with production schedule. Make sure the working environment and housekeeping is in Comply with all OHS&A safety regulations. Monitor and mitigate plant related safety risks.
<u>ENQUIRIES</u>	:	Ms J. Seabela Tel No: (012) 748 6320
<u>POST 29/52</u>	:	<u>ARTISAN FOREMAN: EXAMINATION PACKAGING REF NO: GPW 23/65 (X2 POSTS)</u>
<u>SALARY</u>	:	R344 811 per annum, (OSD Model)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test Certificate in Mechanized Bookbinding Trade. At least 5 years' post apprenticeship experience. In depth knowledge of Bookbinding equipment and quality assurance and control measures. Ability to train, transfer skill and commitment to work shifts.
<u>DUTIES</u>	:	Operate Packaging and Bookbinding finishing equipment including CMC Packaging machines, Saddle-Stich, Shrink Wrap, etc. Meet daily production targets as per the schedule and standard. Ensure that security materials are processed safely in line with the Standard Operation Procedures. Ensure good quality assurance and control on all security production materials. Plan, allocate and organize Shop floor resources in compliance with production schedule and daily targets. Assist in Supervising, training, coaching and development of apprentices Artisans, and Printers' Assistants. Allocate tasks to Artisans and Printers' Assistants. Adhere to OHS&A regulations and Government Printing Work policies.
<u>ENQUIRIES</u>	:	Mr Enock Mtshali Tel No: (012) 748 6361
<u>POST 29/53</u>	:	<u>ARTISAN PRODUCTION: (ROLLCOLLATOR) REF NO: GPW 23/64 (X2 POSTS)</u>
<u>SALARY</u>	:	R220 533 per annum, (OSD Model)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test Certificate in Continuous Stationery Machine minder Trade. Basic Computer literacy skill. Knowledge of Roll collator finishing equipment will be an added advantage. Quality assurance and control measures and commitment to work shifts.
<u>DUTIES</u>	:	Operate the Roll collator and the Continuous stationery press. Meet daily production targets as per the schedule and standard. Ensure that security materials are processed safely in line with the Standard Operation Procedures. Ensure good quality assurance and control on all security production materials. Adhere to OHS&A regulations and Government Printing Work policies.
<u>ENQUIRIES</u>	:	Mr T Khumalo Tel No: (012) 748 6329

POST 29/54 : **ARTISAN PRODUCTION: EXAMINATION PACKAGING REF NO: GPW 23/66 (X6 POSTS)**

SALARY : R220 533 per annum, (OSD Model)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test Certificate in Mechanized Bookbinding printing Trade. Basic Computer literacy skill. Knowledge of CMC Packaging equipment will be an added advantage. Ability to operate various binding equipment such as Saddle-Sticher, Folding, Packaging machines and quality assurance and control measures. Commitment to work shifts.

DUTIES : Operate Packaging and Bookbinding finishing equipment including CMC Packaging machines, Guillotine, Shrink Wrap, Foiling, etc. Meet daily production targets as per the schedule and standard. Ensure that security materials are processed safely in line with the Standard Operation Procedures. Ensure good quality assurance and control on all security production materials. Adhere to OHSA regulations and Government Printing Work policies.

ENQUIRIES : Mr Enock Mtshali Tel No: (012) 748 6361

POST 29/55 : **ARTISAN PRODUCTION: WEB-OFFSET PRINTING REF NO: GPW 23/67**

SALARY : R220 533 per annum, (OSD Model)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in Rotary Web Offset Machine Minding, Grade 12 will be an added advantage. Knowledge of computerized printing presses and basic computer skills, Quality Conscious and attention to details, Planning and organizing skills, Commitment to work shifts.

DUTIES : Operate automated multi-colour Rotary-Web-Fed printing press. Meet daily production targets as per the schedule and standard. Print high quality security products. Ensure that security materials are processed safely in line with the Standard Operation Procedures. Ensure good quality assurance and control measures on all security production materials. Adhere to OHSA regulations and Government Printing Work policies.

ENQUIRIES : Mr Izac Carelse Tel No: (012) 748 6326

POST 29/56 : **ARTISAN PRODUCTION: SHEET-FED PRINTING REF NO: GPW 23/68**

SALARY : R220 533 per annum, (OSD Model)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in Lithography Machine Minding, Grade 12 and KOMORI printing experience will be an added advantage. Knowledge of computerized printing presses and basic computer skills, Quality Conscious and attention to details, Planning and organizing skills, Commitment to work shifts.

DUTIES : Operate an automated multi-colour Lithography printing press. Meet daily production targets as per the schedule and standard. Print high quality security products. Ensure that security materials are processed safely in line with the Standard Operation Procedures. Ensure good quality assurance and control measures on all security production materials. Adhere to OHSA regulations and Government Printing Work policies.

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