

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 or Emailed to: Team.recruiters@gpw.gov.za
- FOR ATTENTION** : Ms. DD Kgosana / Ms. NW Mathibela, Human Resources Tel No: 012 748 6277 /012 748 6297
- CLOSING DATE** : 07 October 2024 (16:00 noon)
- NOTE** : The Government Printing Works (GPW) invite applications from qualifying graduates to participate in the Graduate Programme (Internship) for the 2025/2027 financial year. The 24 months' Internship is aimed at providing work experience/exposure to graduates. Applicants must be unemployed, be South African Citizens and between the ages of 18-35. Applicants should not have participated in an internship in any Government or State Institution, failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. 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form can be downloaded at www.dpsa.gov.za-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being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 qualifications will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Government Printing Works is under no obligation to employ the Graduates on completion of the programme.

INTERNSHIP PROGRAMME FOR THE YEAR 2025/2027

OTHER POSTS

- POST 34/03** : **OFFICE OF THE GENERAL MANAGER: OPERATIONS MANAGEMENT REF NO: GPW2024/01 (X1 POST)**
- STIPEND** : R7 450 75 per month
- CENTRE** : Pretoria
- REQUIREMENTS** : Diploma or Degree in Business or Office Administration/Public Administration
- ENQUIRIES** : Ms. M Molebale Tel No: (012) 748 6294
- POST 34/04** : **OPERATIONS (REGIONAL OFFICES) REF NO: GPW2024/02 (X1 POST)**
- STIPEND** : R7 450 75 per month
- CENTRE** : Zandfontein
- REQUIREMENTS** : Diploma or Degree in Operations Management/Logistics/Supply Chain Management/Transport /Economics
- ENQUIRIES** : Ms. M Molebale Tel No: (012) 748 6294
- POST 34/05** : **OPERATIONS (REGIONAL OFFICES) REF NO: GPW2024/03 (X1 POST)**
- STIPEND** : R7 450 75 per month
- CENTRE** : Limpopo
- REQUIREMENTS** : Diploma or Degree in Operations Management/Logistics/Supply Chain Management/Transport /Economics
- ENQUIRIES** : Ms. M Molebale Tel No: (012) 748 6294
- POST 34/06** : **OPERATIONS (REGIONAL OFFICES) REF NO: GPW2024/04 (X1 POST)**
- STIPEND** : R7 450 75 per annum
- CENTRE** : North West
- REQUIREMENTS** : Diploma or Degree in Operations Management/Logistics/Supply Chain Management/Transport /Economics
- ENQUIRIES** : Ms. M Molebale Tel No: (012) 748 6294
- POST 34/07** : **OPERATIONS (REGIONAL OFFICES) REF NO: GPW2024/05 (X1 POST)**
- STIPEND** : R7 450 75 per month

CENTRE REQUIREMENTS : East London
 : Diploma or Degree in Operations Management/Logistics/Supply Chain Management/Transport /Economics
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/08 : **OPERATIONS MANAGEMENT: FACE VALUE REF NO: GPW2024/06 (X1 POST)**

STIPEND CENTRE REQUIREMENTS : R7 450 75 per month
 : Pretoria
 : Diploma or Degree in Operations Management/Logistics/Supply Chain Management/Transport /Economics
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/09 : **OPERATIONS MANAGEMENT: E-GAZETTE CONTACT CENTRE REF NO: GPW2024/07 (X1 POST)**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R7 450 75 per month
 : Pretoria
 : Diploma/Degree contact Centre Management/Business Administration
 : Ms. M Molebale Tel No: (012) 748 6294

POST 34/10 : **OPERATIONS AND PRODUCTION: ORIGINATION REF NO: GPW2024/08 (X1 POST)**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R7 450 75 per month
 : Pretoria
 : Diploma/Degree in Public Administration/Office Administration
 : Ms. M Molebale Tel No: (012) 748 6294

POST 34/11 : **OPERATIONS PLANNING: STORES AND WAREHOUSE REF NO: GPW2024/09 (X1 POST)**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R7 450 75 per month
 : Pretoria
 : Diploma/Degree in Logistics Management/Supply Chain Management
 : Ms. M Molebale Tel No: (012) 748 6294

POST 34/12 : **OPERATIONS MANAGEMENT: ORDER MANAGEMENT REF NO: GPW2024/10 (X1 POST)**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R7 450 75 per month
 : Pretoria
 : Diploma/Degree in Operations Management/Industrial Engineering
 : Ms. M Molebale Tel No: (012) 748 6294

POST 34/13 : **OPERATIONS MANAGEMENT: DISPATCH/INVENTORY WAREHOUSE REF NO: GPW2024/11 (X1 POST)**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R7 450 75 per month
 : Pretoria
 : Diploma/Degree in Operations Management/Industrial Engineering
 : Ms. M Molebale Tel No: (012) 748 6294

POST 34/14 : **OPERATIONS MANAGEMENT: DEMAND PLANNING REF NO: GPW2024/12 (X2 POSTS)**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R7 450 75 per month
 : Pretoria
 : Diploma/Degree in Operations Management/Industrial Engineering
 : Ms. M Molebale Tel No: (012) 748 6294

POST 34/15 : **OFFICE OF THE GENERAL MANAGER: MANUFACTURING AND ENGINEERING REF NO: GPW2024/13 (X1 POST)**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R7 450 75 per month
 : Pretoria
 : Diploma or Degree in Business or Office Administration/Public Administration
 : Ms. M Molebale Tel No: (012) 748 6294

POST 34/16 : **HIGH SECURITY PRINTING: MANUFACTURING AND ENGINEERING REF NO: GPW2024/14 (X1 POST)**

STIPEND CENTRE REQUIREMENTS : R7 450 75 per month
 : Pretoria
 : Diploma/Degree in Operations/Production Management/ Industrial Engineering

ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/17 : **SECURITY PRINTING: MANUFACTURING AND ENGINEERING REF NO: GPW2024/15 (X1 POST)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree in Operations/Production Management/ Industrial Engineering
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/18 : **COMMERCIAL PRINTING: MANUFACTURING AND ENGINEERING REF NO: GPW2024/16 (X1 POST)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree in Operations/Production Management/ Industrial Engineering
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/19 : **DIRECTORATE: ENGINEERING REF NO: GPW2024/17 (X1 POST)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree in Mechanical Engineering/Electrical Engineering
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/20 : **FINANCIAL SERVICES: GENERAL LEDGER REF NO: GPW2024/18 (X1 POST)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree/BCom in Financial Accounting
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/21 : **FINANCIAL SERVICES: PAYROLL REF NO: GPW2024/19 (X1 POST)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree/BCom in Financial Accounting
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/22 : **FINANCIAL SERVICES: ACCOUNTS PAYABLE REF NO: GPW2024/20 (X1 POST)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree/BCom in Financial Accounting
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/23 : **FINANCIAL SERVICES: DEBTORS MANAGEMENT REF NO: GPW2024/21 (X2 POSTS)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree/BCom in Financial Accounting
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/24 : **FINANCIAL SERVICES: CONTRACT MANAGEMENT REF NO: GPW2024/22 (X1 POST)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree in Supply Chain Management/Contracts
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/25 : **FINANCIAL SERVICES: PRINTING SOURCING REF NO: GPW2024/23 (X1 POST)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree in Supply Chain Management/Logistics
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/26 : **FINANCIAL SERVICES: SUPPLY CHAIN MANAGEMENT REF NO: GPW2024/24 (X1 POST)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria

REQUIREMENTS : Diploma/Degree in Supply Chain Management/Logistics
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/27 : **ENTERPRISE RISK MANAGEMENT REF NO: GPW2024/25 (X1 POST)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree in Risk Management
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/28 : **INTERNAL AUDIT REF NO: GPW2024/26 (X2 POSTS)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree in Internal Audit/Information Systems Auditing
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/29 : **OFFICE OF THE CEO REF NO: GPW2024/27 (X1 POST)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree in Public Administration/Business or Office Admin Office Management & Technology.
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/30 : **OFFICE OF THE GM: CORPORATE SERVICES REF NO: GPW2024/28 (X1 POST)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree in Public Administration/Business or Office Administration
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/31 : **STRATEGY, PLANNING AND MONITORING: STRATEGIC SUPPORT REF NO: GPW2024/29 (X1 POST)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree in Knowledge Management
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/32 : **STRATEGY, PLANNING AND MONITORING: PLANNING AND MONITORING REF NO: GPW2024/30 (X1 POST)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree in Public Management or Administration, Business Management
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/33 : **ICT: APPLICATIONS MANAGEMENT REF: NO GPW2024/31 (X1 POST)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree in Information Technology/Computer Science/ Computer Systems/System Development
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/34 : **ICT: INFRASTRUCTURE MANAGEMENT REF NO: GPW2024/32 (X1 POST)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree in Information Technology/Computer Science/ Computer Systems/System Development
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/35 : **ICT: SECURITY GOVERNANCE RISK COMPLIANCE & STRATEGY & CONTINUITY REF NO: GPW2024/33 (X1 POST)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree in Information Technology/Computer Science/ Computer Systems/System Development

ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/36 : **SECURITY MANAGEMENT REF NO: GPW2024/34 (X2 POST)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree Policing/Law/Investigations/Social Sciences/ Security Management
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/37 : **ENTERPRISE PORTFOLIO MANAGEMENT REF NO: GPW2024/35 (X1 POST)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree in Project Management/ICT and Administration
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/38 : **FACILITY MANAGEMENT REF NO: 2024/36 (X1 POST)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree in Office Management/Administrative Management
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/39 : **HUMAN RESOURCES: TALENT MANAGEMENT REF NO: 2024/37 (X1 POST)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree in Human Resource Development/ Human Resource Management/
Management of Training
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/40 : **HUMAN RESOURCES: SERVICE CONDITIONS & LEAVE ADMINISTRATION REF NO:
2024/38 (X1 POST)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree in Human Resource Management
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294

POST 34/41 : **LEGAL SERVICES: CONTRACT & LITIGATION REF NO: 2024/39 (X2 POSTS)**

STIPEND : R7 450 75 per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Law/LLB/Paralegal
ENQUIRIES : Ms. M Molebale Tel No: (012) 748 6294