

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 hand delivered at: 389 Sophie De Bruyn Street, Pretoria. To submit an application online, please click the link under the post you wish to apply for. Attach only a copy of CV and completed Z83 form. Email size must be limited to 2MB. Failure to follow instructions will result in your application being disqualified.
- CLOSING DATE** : 26 October 2026 at 16:00 (walk-in) and 23:59 (online)
- NOTE** : All attachments for online applications must include an application form (Z83) and detailed CV combined in one PDF or attachment. Pictures/Snapshot, Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initiated and signed by the applicant. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert and duly certified. The Department does not accept applications via fax. Applicants who do not comply with the above-mentioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panel shall score both technical exercises as an additional criterion in the interview process. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this process and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

OTHER POSTS

- POST 36/36** : **ADMINISTRATION CLERK: CONTRACT MANAGEMENT REF NO: GPW26/01 (X2 POSTS)**
(12 Months Fixed Term Contract)
- SALARY** : R237 453 per annum (Level 05), plus 37% in lieu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 certificate. A three-year Degree in Supply Chain Management, plus 2 years' Experience in Contract Management field will and NQF5 certificate in contract management be an added advantage, knowledge of contract Management framework and administering of contract register will be added advantage. Other: Understanding of all relevant Supply Chain Management legislative framework, regulations and prescripts. Basic understanding of the PFMA, PPPFA, Financial Framework, Contract Management Framework,

DUTIES

Supply Chain Management Framework, Treasury Regulations, GRAP, BBBEE) and understanding of all Public Service regulations and departmental policies and procedures.

- : Provide clerical support in the administering of contract agreements: Prepare motivations for contracts and provide inputs for motivations to the Manager. Ensure accurate invoices of contractors for submittance to the Assistant Director for approval of payment by the Director when orders are delivered. Compile submissions to Legal for drafting of SLA and addendums. Provide clerical support in the monitoring of service level agreements: Ensure that service level agreements are in line with all relevant legislation, regulations and GPW prescripts, policies, and procedures. Ensure that contracts are properly executed, maintained, and updated by tracking contract performance, monitoring contract compliance, and ensuring that contractual obligations are met. Monitor and check the validity period of the Contracts/Service Level Agreements (SLA's) to ensure the extension/renewal of SLA's before it expires, if required. Provide efficient administration support services for the Sub-division: Render assistance with logistical support, the ordering and issuing of stationary, etc. Proper keeping of personnel records. Number of contracts on which price adjustments were done due to CPI increase or PSIRA yearly increase. Number of contract expiry flagging letters communicated to the end-user. Update and maintain contract registers of service providers: Ensure uploading, accurate reporting and recordkeeping of all contract information appear in the Automated Contract register in the Sub-directorate as required. Maintain all contract-related documents, including creating, organizing, and filing of documents. Compile basic reports related to contract management, including contract status, performance, compliance, and risks. Assist with all contractual activities as governed by the Contract Management Framework throughout the contract life cycle including service reviews and inception meetings.

**ENQUIRIES
APPLICATIONS**

- : Ms. L Ndhlovu Tel No: (012) 748 6308
- : Link [GPW26/01](#)

POST 36/37

- : **ADMINISTRATION CLERK: PRINTING OUTSOURCING REF NO: GPW26/02 (X2 POSTS)**
(12 Months Fixed Term Contract)

**SALARY
CENTRE
REQUIREMENTS**

- : R237 453 per annum (Level 05), plus 37% in lieu of benefits
- : Pretoria
- : A Grade 12 certificate. A three-year Degree in Supply Chain Management, NQF5 certificate in contract management plus 2 years' Experience in Supply Chain Management field will be an added advantage. Other: Understanding of all relevant Supply Chain Management legislative framework, regulations and prescripts. Basic understanding of the PFMA, PPPFA, Financial Framework, Contract Management Framework, Supply Chain Management Framework, Treasury Regulations, GRAP, BBBEE) and understanding of all Public Service regulations and departmental policies and procedures.

DUTIES

- : Render effective and efficient administration support in the process of printing outsourcing: Provide administration support in the process of printing outsourcing in accordance with all relevant prescripts, policies, and procedures. Check and verify contract printers quotes and invoices are in accordance to contract tariffs. Keep record of daily monitoring of printing contracts (working progress, etc). Verify GPW specifications in line with the printing contract. Liaise with external contractors and government departments (national and provincial) to ensure smooth-running and correct printing outsourcing. Render support with the preparation of quotations: Check and verify quotations are prepared in line with the required specifications. Accurate recordkeeping and filing of quotations. Render administrative support in the quality control and inspections processes: Keep record of quality control and inspections, and risks identified. Coordinate with relevant stakeholders to monitor the quality, accuracy and timely delivery of printing products in accordance with agreed specifications and deadlines. Administration, recordkeeping, and reporting: Provide support services to the Division such by keeping proper records system, photocopying, scanning, and filing and organising of documents. Proper keeping of personnel records, maintaining of the leave register for the section. Accurate reporting on time when required. Participate in the review and updating of standard operating procedures: Incorporate approved changes into SOPs in consultation with the supervisor.

Review existing SOPs and identify outdated, unclear or missing information. Provide input on operational challenges and proposed improvements to existing SOPs. Maintain records of reviewed and updated SOPs for reference and compliance purposes. Service Standard and Monitoring of Suppliers. Assist with all monitoring and performance assessment of contracted suppliers on good and services delivered to be in line with the Contract Management Framework. Report any poor quality of service directly to the Contract Management unit

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