

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, click the link under the post you wish to apply for. Attach only a copy of CV and completed Z83. Email size must be limited to 2MB. Failure to follow instructions will result in your application being disqualified. For General enquiries, contact Human Resources on Tel No: 012 748 6297 /012 748 6277.
- CLOSING DATE** : 17 November 2026 at 16:00 (walk-in) and 23:59 (online)
- NOTE** : All attachments for online application must include an application form Z83 and CV only combined, in PDF and as one attachment. NB: Picture/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 as instructed below. 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. 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. The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: [https://www.thensg.gov.za/training-course/SMS pre-entry programme](https://www.thensg.gov.za/training-course/SMS-pre-entry-programme). 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 panels shall score both technical exercises as an additional criterion in the interview process es, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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 these posts.

MANAGEMENT ECHELON

<u>POST 39/34</u>	:	<u>CHIEF DIRECTOR: BUSINESS DEVELOPMENT REF NO: GPW 26/011</u>
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), all-inclusive package
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 plus A Degree (equivalent to NQF level 7 as recognised by SAQA) in Engineering /Commerce/ Operations Management / Business Management / Inventory Management. A minimum of 5 years' proven experience in an Operations / Manufacturing environment at a Senior Management Level (13). Knowledge of the Public Service Regulatory Framework. Knowledge of the PFMA, Financial Management, National Treasury Regulations and prescripts, cost accounting and business practices. Knowledge of business development practices. Knowledge of public service financial legislative frameworks. Knowledge of Corporate Governance (King Report). Travelling may be required. Valid driver's licence.
<u>DUTIES</u>	:	Lead, oversee and manage printing orders and production stock control functions: Oversee the management of estimated production orders. Oversee the controlling and directing of the flow of orders from inception to delivery. Ensure strategic effective management of raw material and production stock management. Oversee and ensure the efficient management of the dispatching of finished goods. Oversee and manage the printed stock and sales: Ensure introduction of new products and services to improve existing relationships. Uphold regular engagements with internal and external contacts. Manage the identification of opportunities for distribution channels, services, and campaigns that will result in sales. Lead and oversee the strategic management of Key Accounts: Oversee the administration of Key Accounts in the National Departments and SOE/C market. Oversee the management of Key Accounts in the SADC Region. Ensuring the effective management of the safe storage and distribution/ selling of face value products. Overseeing the efficient managing of excellent customer care services. Oversee the management of storage, control and sale of stationery items to government institutions: Oversee the monitoring and controlling of the receipt, storage, and distribution of stationery stock. Ensure the safekeeping and proper inventory management of stationery items. Ensure compliance with applicable policies, procedures, and inventory management standards. Ensure the preparation and submit inventory, sales, and stock performance reports. Address customer enquiries and resolve stationery supply related issues. Implement measures to improve storage efficiency, stock control, and customer service. Manage the Chief Directorate: Interpret the Branch's business strategy, with special reference to how priority projects should be resourced and delivered in respect of the Chief Directorate. Lead the Chief Directorate in relation to the implementation of policy priorities. Develop systems and procedures to enable delivery of services by the Directorates. Take responsibility for the delivery of strategic outcomes as outlined in the estimates of national expenditure. Ensure the management and development of human resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S Ngubane Tel No: (012) 748 6344
	:	Link: <u>GPW 26/011</u>
<u>POST 39/35</u>	:	<u>DIRECTOR: STRATEGIC SOURCING AND ASSET MANAGEMENT REF NO: GPW 26/012</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), all-inclusive package
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 plus Degree (equivalent to NQF level 7 as recognised by SAQA) in Supply Chain/ Purchasing/ Logistics Management/ Finance/ Public Management/ Public Administration. A minimum of 5 years' experience at middle/senior level (Deputy Director) in a Supply Chain Management environment. CIPS certificate will be an added advantage. Valid Driver's license. Working knowledge of the tender procedures. Added advantage: Estimating of printing work, proven knowledge of printing processes, equipment and paper, planning (estimating) and/or scheduling. Other: Willingness to travel. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Service Act. Knowledge of the PFMA, Financial Management, National Treasury Regulations, prescripts, GRAP, and business practices. Knowledge of financial management, government budgeting

DUTIES

processes, management accounting, revenue management, risk management, auditing, and forensic accounting. Knowledge of public service/ supply chain/ financial legislative frameworks. Knowledge of Corporate Governance (King Report).

: Manage sourcing and procurement services in the Department: Manage the accuracy, speed and efficiency in the procurement. Ensure that value for money, open and effective completion, ethics and fair dealing is adhered to. Ensure openness in the procurement process. Ensure continuous improvement in the efficiency of internal processes and systems. Ensure that adequate and timely information is provided to suppliers to enable them to participate in the procurement process. Ensure compliance with legislation in the submission. Ensure monitoring and full implementation of the approved procurement plan. Manage assets acquisition and disposal: Ensure the development of asset management and inventory control plans and the implementation thereof. Ensure the development, implementation and enforcement of proper asset managing control measures. Manage and monitor the effective and efficient physical verification of tangible and intangible assets. Manage and monitor the disposal of assets in line with all relative legislation regulations, prescripts and GPW policies and procedures. Coordinate the disposal committee, manage, investigate and report on all losses of assets. Ensure the preparation of complete and accurate financial disclosures in line with GRAP requirements. Manage inventory control services: Manage the development and enforcement of counting methodology. Daily and periodic counts are conducted and monitored. Effective reconciliation of monthly reports. Oversee and manage the developing, implementing of inventory control and asset management plans, enforce proper inventory and asset control measures. Oversee the performing of inventory control functions. Ensure that the monthly reconciliation to the general ledger is effectively managed: Manage the monthly and annual fixed asset reconciliation process. Resolve reconciliation discrepancies and make corrections. Certify the correction journal and review update of fixed asset register. Ensure the running of monthly depreciation on AX. Ensure the development of standard operating procedures and methodologies. Ensure that correct processes are implemented and followed to avoid audit findings. Manage financial compliance and prevent financial misconduct: Implement and monitor internal controls to prevent unauthorised, irregular, fruitless and wasteful expenditure. Ensure compliance with the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management prescripts, and organisational policies. Monitor financial transactions and expenditure to identify potential instances of financial misconduct and non-compliance. Manage the Directorate: Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Formulate, identify Policy shortfalls and necessary amendments. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate and report on the performance of the directorate.

ENQUIRIES APPLICATIONS

: Dr. L Mahlasela Tel No: (012) 748 6364
: Link: [GPW 26/012](#)

OTHER POSTS

POST 39/36

: **ARTISAN CHIEF GRADE A: PRODUCTION REF NO: GPW 26/013 (X2 POSTS)**
Directorates: Security Printing and Commercial Printing

SALARY CENTRE REQUIREMENTS

: R499 470 per annum, (OSD)
: Pretoria
: Grade 10 or equivalent qualification plus a completed apprenticeship in Craft Bookbinding, Mechanised Bookbinding or Packaging, with an appropriate Printing Trade Test Certificate. Grade 12 and computer literacy will be an advantage. A minimum of 10 years' post-apprenticeship appropriate experience in the printing industry, of which at least 5 years must be in Craft Bookbinding, Mechanised Bookbinding or Packaging, and at least 3 years must be proven supervisory experience. Must be able to obtain a positive security clearance. Specialised knowledge of binding, packaging and finishing

		processes and equipment is required. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Planning and coordinating production to meet quality, output, and turnaround targets. Overseeing automated, semi-automated and manual finishing, binding and packaging processes. Managing examination packaging, hard-cover binding, thread-sewn books, book-cover printing, collating, numbering, pasting, drilling, and stapling. Controlling wastage, protecting confidential and security products and verifying production and packaging quantities. Monitoring quality, investigating defects, implementing corrective actions, and ensuring compliance with ISO standards where applicable. Maintaining production records, analysing productivity trends, preparing reports, and approving completed batches for dispatch. Ensuring equipment is cleaned, calibrated, maintained, and repaired through preventative maintenance and Engineering support. Managing SHERQ and OHSA compliance, risk assessments, incident investigations, PPE use, and safety talks. Supervising staff, allocating work, monitoring performance, managing attendance and discipline, and conducting performance reviews. Training and developing learners, artisans, and printer assistants. Developing policies, strategies, production procedures, continuous improvement measures, and Standard Operating Procedures. Ensure effective and efficient production and process flow in the Division. Keep up to date with new developments in the functional area, ensuring optimum production in the Division. Develop policies and strategies. Review, implement and comply with production procedures and policies as required by GPW.
<u>ENQUIRIES</u>	:	Mr K Rahlogo Tel No: (012) 748 6183
<u>APPLICATIONS</u>	:	Link: GPW 26/013
<u>POST 39/37</u>	:	<u>ARTISAN CHIEF GRADE A: EQUIPMENT MAINTENANCE REF NO: GPW 26/014</u>
<u>SALARY</u>	:	R499 470 per annum (OSD)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in Mechanical (trade-tested fitter). Grade 12 will be an advantage. A minimum of 10 years' post-apprenticeship appropriate experience of which 3 years should be at Artisan Foreman level. Must be able to obtain a positive security clearance. Specialised knowledge of processes and equipment. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Safety, Health, Environment and Quality (SHREQ) management requirements Act, Skills Development Act. Understand the PFMA and Treasury Regulations. A valid driver's license is required.
<u>DUTIES</u>	:	Ensure efficient maintenance and repair of all GPW equipment: Ensure the accurate analysis of equipment specifications and equipment capacity data and perform mathematical calculations to determine Reliability Centered Maintenance schedules. Schedule maintenance to previously established manufacturing sequences and lead times, taking into account the Maintenance Plan, production requirements and equipment requirements. Ensure the compiling and updating of the schedule to keep track and build an accurate history of each machine. Participate in the generating of an agreed Equipment Plan for an 8-week rolling horizon, ensuring maximum machine availability. Monitor the timely issuing of the equipment maintenance plans to Factory Managers. Perform root cause analyses on machine breakdowns and report thereon. Manage and control the status of work and backlog for work order submission to work order completion. Status may include waiting for planning, waiting parts, ready to schedule, scheduled, etc. Perform and monitor quality assurance ensuring that all maintenance and repair work is compliant with the standards set by GPW: Confer with department supervisors to determine status and quality of scheduled maintenance. Review factors that could affect the quality of maintenance/repair work and put mitigating measures in place if required. Monitor progress to track performance against the plan and to identify early warning signs. Prepare maintenance and repair reports. Develop and implement programs to improve Mean Time To Repair and Mean Time Between Failure and any other strategic maintenance aspect as instructed by GPW Management. Improve quality of maintenance work and reduce number of re-work jobs and complaints. Ensure the ideology of continuous improvement is applied to all facets of maintenance within span of control.

		Manage safety, health, environment, risk, and quality (SHERQ) in the Division: Comply with all OHSA safety requirements. Monitor and mitigate plant related safety risks. Ensure that SHERQ processes are adhered to. Participate in all SHERQ activities within GPW as and when required. Supervise, train, coach and develop staff in the Division: Oversee/monitor the training programmes in the Division. Allocate work to subordinates. Conduct quality assurance on work carried out by subordinates. Conduct performance assessment. Ensure compliance with GPW policies, procedures, and codes of conduct. Manage attendance, leave, and discipline in accordance with HR prescripts. Observe and participate in the development of policies and procedures: Manage the developing, review, implementing and complying with the relevant procedures and policies as required by GPW. Keep up to date with new developments in the functional area.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T Tsebe Tel No: (012) 748 6288
	:	Link: GPW 26/014
<u>POST 39/38</u>	:	<u>ARTISAN FOREMAN GRADE A: ID SMART CARD PERSONALISATION WORKSTATION REF NO: GPW 26/015</u> Directorate: High Security Printing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 329 per annum, (OSD)
	:	Pretoria
	:	Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in an appropriate field. Grade 12 will be an added advantage. At least 5 years' post-apprenticeship experience in the functional area. Must be able to obtain a positive security clearance. Good knowledge of applicable processes and equipment. The incumbent must be willing and able to work rotating shifts, including weekends, public holidays, and night shifts, as required. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Ensure correct production of personalised smart ID card documents in the section, including card layout, data input, printing and encoding. Monitor and control the movement and work in progress, ensuring that work is done according to the required schedule regarding timelines and quantities. Conduct/monitor proper quality control on the personalised documents. Control the reduction of wastage and efficiency baseline rate in the Section. Monitor that all procedures and systems relating to the protection of high security printed matters are adhered to by all staff in the Section. Ensure effective quality control on personalised documents. Monitor that proper quality assurance of smart ID card personalisation and production are continuously and properly conducted in the Section. Troubleshoot problems, identify the root cause on issues in the personalisation process, assisting with the implementing of solutions to address the problem. Ensure that cleaning and maintenance of equipment are performed as expected and as scheduled. Maintain safety, health, environment, risk and quality (SHERQ) in the Section. Assist with the monitoring of safety risks in the Section providing advice on possible risk mitigating measures that could be implemented. Supervise and develop staff including development of apprentices. Allocate tasks to Artisans and Printers' Assistants. Ensure compliance with Treasury and GPW prescripts procedures and policies regarding procurement of goods. Participate in the review, implementation and compliance with production procedures and policies as required by GPW.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs D Ndlazi Tel No: (012) 748 6332
	:	Link: GPW 26/015
<u>POST 39/39</u>	:	<u>ARTISAN FOREMAN GRADE A: ID CRAFT BOOKLET MAKING REF NO: GPW 26/016</u> Directorate: High Security Printing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 329 per annum, (OSD)
	:	Pretoria
	:	Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in the appropriate field (applicable craft book binding/mechanized binding) Grade 12 will be an added advantage. Must be able to obtain a positive security clearance. At least 5 years' post apprenticeship experience in the functional area. A valid driver's license will be an added advantage.

<u>DUTIES</u>	:	Order and prepare the required material for the process of ID document and booklet making. Oversee the quality assurance process of the raw material ordered and prepared, preventing the manufacturing of faulty booklets. Ensure that all stock movements are recorded and shortages are reported immediately. Ensure security measures are adhered to and all work is done according to schedules and production targets in the Section. Manufacture documents and booklets according to required specifications and standards. Oversee and control the production process ensuring adherence to all security protocols and ensuring ID document and passport booklets are manufactured efficiently. Ensure quality checking of printed matter before the assembling of the booklets. Assemble ID documents and Booklets in the correct order and ensure accurate cutting, folding, foiling and binding of the booklets. Control the movement of and work in progress in the Section ensuring that work is done according to specifications, quantity and timelines required. Control the reduction of wastage and efficiency baseline rate in the Section. Monitor that all procedures and systems relating to the protection of high security printed matters are adhered to by all staff in the Section. Enhance troubleshooting efficiently and effectively. Assist with the identifying of the root cause of problems or issues with the production process, as well as assisting with the implementing of solutions to address the problem. Maintain safety, health, environment, risk and quality (SHERQ) in the Section. Assist with the monitoring of safety risks in the Section providing advice on possible risk mitigating measures that could be implemented. Supervise, train, coach and develop learners, artisans, and printers' assistants in the Section.
<u>ENQUIRIES</u>	:	Mrs D Ndhlazi Tel No: (012) 748 6332
<u>APPLICATIONS</u>	:	Link: GPW 26/016
<u>POST 39/40</u>	:	<u>ARTISAN FOREMAN GRADE A: RUBBER STAMP MAKING REF NO: GPW 26/017</u> Directorate: Security Printing
<u>SALARY</u>	:	R397 329 per annum, (OSD)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Completed apprenticeship and Trade Test Certificate in Electronic Origination plus Grade 10 or equivalent qualification. Grade 12 will be an added advantage, Knowledge and experience in CorelDraw and Microsoft Excel will be an advantage. Must be able to obtain a positive security clearance At least 5 years' post-apprenticeship appropriate experience. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Design Stamps, operate stamp equipment, oversee, and maintain the manufacturing process for rubber stamps to ensure effective production output. Confirm client or internal requirements and specifications to ensure the production of accurate, fit-for-purpose rubber stamps. Develop, review and amend rubber stamp designs using appropriate design software or approved manual design methods. Prepare text, graphics and artwork for exposure onto stamp-making materials, including polymer or rubber plates. Supervise the team and ensure the continuous, safe and efficient operation of stamp-making machinery and related equipment. Monitor equipment performance to support continuous, safe and efficient production operations. Coordinate repairs or technical support with maintenance personnel where required. Implement and monitor quality assurance processes to ensure that rubber stamps meet required standards and specifications. Ensure that completed rubber stamps are prepared, labelled and packaged for dispatch in accordance with requirements. Recommend process improvements to enhance quality, reduce waste and improve production efficiency. Ensure that machines, tools and equipment are cleaned, maintained and kept in good working condition. Perform routine maintenance on machines and equipment in line with manufacturer requirements and operational procedures. Maintain records of equipment cleaning, maintenance, repairs and related costs where applicable. Support and participate in safety, health, environment, risk and quality (SHERQ) initiatives within the section. Assist in corrective and preventative actions aimed at reducing operational risks and improving compliance. Participate in SHERQ inspections, awareness activities and continuous improvement initiatives within the section. Contribute to the training, coaching and development of staff within the section to enhance performance and capability. Allocate work, monitor performance and provide feedback to support

		effective delivery of section outputs. Assist in performance management of staff in accordance with applicable human resources policies.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T Khumalo Tel No: (012) 748 6329
	:	Link: <u>GPW 26/017</u>
<u>POST 39/41</u>	:	<u>ARTISAN FOREMAN: EQUIPMENT MAINTENANCE ELECTRICAL REF NO: GPW 26/018</u>
		Directorate: Engineering
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 329 per annum, (OSD)
	:	Pretoria
	:	Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in Electrical (trade tested electrician). Grade 12 will be an added advantage. At least 5 years' post apprenticeship experience in Equipment and Service Maintenance. Must be able to obtain a positive security clearance. Good knowledge of applicable processes and equipment. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Safety, Health, Environment and Quality (SHREQ) management requirements Act, Skills Development Act. A valid driver's license is required.
<u>DUTIES</u>	:	Ensure effective and efficient maintenance and repair of equipment: Assist with the accurate analysis of equipment specifications and equipment capacity data and perform mathematical calculations to determine Reliability Centered Maintenance schedules. Support the maintenance of previously established manufacturing sequences and lead times, considering the Maintenance Plan. Monitor the timely issuing of the equipment maintenance plans to Factory Managers. Ensure the escalating and expediting of operations that delay maintenance schedules and production, and alter schedules in collaboration with the Maintenance Planning, Scheduling and Monitoring Division, to meet unforeseen circumstances. Conduct regular inspections of all GPW equipment as instructed by GPW management, to identify potential issues, malfunctions, or safety hazards. Establish and execute preventative maintenance programs to ensure the ongoing reliability and longevity of all GPW equipment. Perform and monitor quality assurance ensuring that all maintenance and repair work is compliant with the standards set by GPW: Confer with department/business unit supervisors to determine status and quality of scheduled maintenance. Prepare maintenance and repair reports. Assist in developing and implementing program to improve Mean Time To Repair and Mean Time Between Failure and any other strategic maintenance aspect as instructed by GPW Management. Participate in Safety, health, environment, risk, and quality (SHERQ) in the Division: Comply with all OHSA safety requirements. Monitor and mitigate plant related safety risks. Ensure that SHERQ processes are adhered to. Participate in all SHERQ activities within GPW as and when required. Supervise and develop staff: Participate in and monitor the training programmes in the Division. Conduct performance assessment: Manage attendance, leave, and discipline in accordance with HR prescripts. Observe and participate in the development of policies and procedures: Participate in the developing, review, implementing and complying with the relevant procedures and policies as required by GPW. Keep up to date with new developments in the functional area.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T Tsebe Tel No: (012) 748 6288
	:	Link: <u>GPW 26/018</u>
<u>POST 39/42</u>	:	<u>ARTISAN (SPECIALISED) SHEET- FED PRINTING REF NO: GPW 26/019</u>
		Directorate: Commercial Printing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R374 280 per annum, (OSD)
	:	Pretoria
	:	Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in Lithography Sheet-Fed Machine Minding. Grade 12 will be an advantage. Must be able to obtain a positive security clearance. Minimum of 5 years post apprenticeship appropriate experience in Lithography Sheet-Fed Machine Minding in a printing production environment. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Render Sheet-Fed printing of high-volume documents. Provide support in the process of the production of high sheet-fed commercial printing that complies

with the quality and standards required by the customer. Ensure quality control over the produced printed matter, ensuring accurate and high-quality printing and reduction of wastage. Identify proactive possible bottlenecks and apply continuous improvement measures to the production process, including investigating the implementation of World Class Manufacturing methodology. Plan, schedule and priorities the production workflow to meet client deadlines and quality standards. Optimize production processes to increase efficiency and reduce waste while maintaining high-quality standards. Administer quality control. Implement and enforce quality control procedures to ensure that printed materials meet client specifications and industry standards. Ensure regular machine maintenance. Ensure that the machine/equipment maintenance is incorporated in the planning of the Division's production process to proactively prevent delays in the delivery of printed matters. Participate in the maintenance and repairs of sheet-fed printing presses and related equipment. Troubleshoot equipment malfunctions and coordinate repairs to minimize production disruptions. Provide support with training, coaching and developing staff in the Division. Assign tasks and responsibilities to team members based on their skills and experience. Provide support in training and guidance to employees on printing techniques, equipment operation and quality control procedures. Participate in safety, health, environment, risk and quality (SHREQ) in the Division. Assess and mitigate planned related safety risks. Supervise and develop staff. Allocate and check work of staff as well as conduct performance reviews as per GPW policy.

**ENQUIRIES
APPLICATIONS**

: Mr K Rahlogo Tel No: (012) 748 6183
: Link: [GPW 26/019](#)

POST 39/43

: **ARTISAN (SPECIALISED): PRODUCTION (CRAFT BOOK BINDING / MECHANISED BINDING) REF NO: GPW 26/020 (X2 POSTS)**
Directorate: Commercial Printing

**SALARY
CENTRE
REQUIREMENTS**

: R374 280 per annum, (OSD)
: Pretoria
: Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in Printing, Craft Book Binding or Mechanised Binding. Grade 12 will be an advantage. Must be able to obtain a positive security clearance. ISO experience will be an added advantage. Minimum of 5 years' post apprenticeship appropriate experience in Craft Book Binding or Mechanised Binding in a relevant printing environment. A valid driver's license will be an added advantage.

DUTIES

: Managing finishing processes which include craft book binding, mechanised binding processes to meet customer requirements and schedules. Coordinating with Prepress, Press, Finishing and other business units to ensure smooth workflow and timely project completion. Managing manual binding and automated or semi-automated equipment. Ensuring quality assurance, conducting quality checks, identifying defects, and implementing corrective actions. Sourcing and controlling production materials, checking stock and reporting shortages. Maintaining and troubleshooting binding, finishing, cutting and all other equipment in the division through inspections, cleaning and scheduled maintenance. Supporting SHREQ requirements, including safety, health, environment, risk and quality initiatives. Training, coaching, supervising and developing staff, including conducting performance reviews. Participating in policy and strategy development while ensuring compliance with GPW production procedures. Observe, participate in the development of policies and strategies as well as updating and submitting production statistics and reports daily, weekly and monthly. Binding and finishing of printed and unprinted matters. Supervise, develop staff and conduct performance reviews as per GPW policy.

**ENQUIRIES
APPLICATIONS**

: Mr K Rahlogo Tel No: (012) 748 6183
: Link: [GPW 26/020](#)

POST 39/44

: **CHIEF PRODUCTION CLERK: TRAVEL AND ID DOCUMENT DISPATCH/ADMINISTRATIVE SUPPORT SERVICES REF NO: GPW 26/021 (X2 POSTS)**
Directorates: High Security Printing and Security Printing

**SALARY
CENTRE**

: R338 106 per annum (Level 07)
: Pretoria

<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Minimum of 3 years' appropriate experience in the industry. Must be able to obtain a positive security clearance. Knowledge of processes and equipment. Must be able to obtain a positive security clearance. The incumbent will be required to work rotating shifts, including weekends, public holidays, and night shifts, based on operational requirement. Extended working hours may be required. Ability to communicate with all levels of management. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Monitor the movement, work in progress, and distribution of documents: Plan and schedule the Section's work to ensure the timely and correct distribution to the High Security Dispatch Division, the couriers and customers. Check that all the batches of documents sent from the Personalisation Section and Quality Control were received Coordinate and monitor production workflow, work-in-progress and the movement and distribution of high-security printed materials. Plan and schedule the Section's activities to ensure the timely completion and correct distribution of documents to internal divisions, couriers and customers. Collaborate with relevant departments and business units, including design, prepress, printing, personalisation, quality control, finishing and dispatch, to facilitate the smooth flow and timely completion of production activities. Verify that all batches received from production sections and Quality Control are accurately recorded, securely transferred and signed for. Ensure the proper preparation of finished goods for dispatch, including the accurate application and verification of customer information, delivery addresses, waybills and supporting documentation. Expedite urgent documents, track outstanding or delayed jobs on production systems, and follow up to resolve production or distribution delays. Coordinate with internal departments, external parties, shipping companies and courier service providers to arrange transportation and ensure the accurate and timely delivery of printed materials. Monitor shipment progress, trace dispatched materials, follow up on proof of delivery, and address delivery discrepancies or delays. Process waybills, proof-of-delivery documentation, courier invoices and allocation notices. Maintain accurate records of finished goods transferred and distributed. Monitor and maintain inventory levels of printing materials, supplies and consumables, including paper, ink and other production-related items. Track usage, initiate replenishment where required, and maintain an organised inventory system to prevent shortages or excessive stock. Ensure that the Section and its employees are adequately equipped and resourced. Keep and manage accurate records, registers, statistics and correspondence. Use applicable digital systems and software to capture, organise, store, retrieve and report information efficiently. Maintain the Section's filing system, incoming and outgoing correspondence registers, movement registers and signed handover documentation. Prepare basic letters, reports and other correspondence, respond to routine enquiries, and submit accurate reports within the prescribed timeframes. Manage safety, health, environment, risk and quality within the Section. Ensure compliance with the Occupational Health and Safety Act, SHERQ requirements, security controls and all applicable GPW production policies and procedures. Ensure that all procedures and systems relating to the handling, movement, storage and protection of high-security printed materials are strictly observed. Provide administrative and logistical support to the Section. Administer leave, attendance, timesheets, overtime approvals, overtime claims, time corrections and personnel records. Maintain accurate leave and attendance registers and ensure that all supporting documentation is completed and submitted within the required timeframes. Facilitate the effective management of procurement, equipment, materials and facilities within the Section. Supervise and manage employees within the Section. Allocate, coordinate and monitor the work of staff and provide functional and technical guidance. Conduct performance reviews in accordance with GPW policies, promote teamwork, and apply disciplinary measures in accordance with applicable prescripts and procedures when necessary. Assist with the administration and coordination of staff training, coaching and development. Participate in the development, review and implementation of relevant policies, procedures and operational systems. Research and remain informed of technological developments, digital systems and emerging practices within the printing and distribution environment to support continuous improvement, operational efficiency and the maintenance of high-quality standards.
<u>ENQUIRIES</u>	:	Ms. Bongani Mtsheni Tel No: (012) 764 3917
<u>APPLICATIONS</u>	:	Link: GPW 26/021

<u>POST 39/45</u>	:	<u>ARTISAN PRODUCTION GRADE A: IMAGE PERFORATION WORKSTATION / PRINTING AND ASSEMBLY WORKSTATION REF NO: GPW 26/022 (X2 POSTS)</u> Directorate: High Security Printing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R253 341 per annum, (OSD) Pretoria Grade 10 and completion of an appropriate printing apprenticeship. Grade 12 will be an added advantage. Trade Test Certificate in printing industry (special products printing and finishing). Must be able to obtain a positive security clearance. No experience required. Experience in printing industry will be an added advantage. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Order and safe keep specified material. Record all stock movements and report shortages. Timely produce travel documents through the operating of the Booklet machines, ensure updated records and maintain statistics in the Section. Oversee and operate counting machine and ensure that required targets are counted accurately. Perforate documents and ensure that passport numbers are correctly perforated on data page. Ensure perfect image perforation on the last Visa Page of passports. Provide support through conducting preliminary quality assurance. Check quality and standards during and after production on continuous basis. Clean and maintain equipment according to schedule, ensuring efficiency and continuous running thereof. Comply with OHSA requirements and ensure that SHERQ processes are adhered to. Provide inputs on processes and procedures. Guillotine production material, endpapers and visa sheets to perfect production standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Frikkie Nagel Tel No: (012) 748 6109 Link: GPW 26/022
<u>POST 39/46</u>	:	<u>ARTISAN PRODUCTION GRADE A: REF NO: GPW 26/023 (X9 POSTS)</u> Directorates: Security Printing and Commercial Printing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R253 341 per annum, (OSD) Pretoria Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in Mechanized Bookbinding, Craft Bookbinding or Packaging. Grade 12 and computer literacy will be an added advantage. Must be able to obtain a positive security clearance. No experience required. Experience in the printing industry will be an added advantage. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Set up, operate and manage production equipment's such as cutting, folding, binding, packaging and other production activities at finishing operations of commercial printing (stationery) and security printing (examination) in accordance with GPW procedures, customer specifications and production schedules. Monitor production performance, optimise processes, reduce waste and support the achievement of production targets while maintaining required quality standards. Ensure that all reports and other matters are submitted to the supervisor. Conduct
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K Rahlogo Tel No: (012) 748 6183 Link: GPW 26/023
<u>POST 39/47</u>	:	<u>ARTISAN (PRODUCTION): ELECTRICAL SERVICES MAINTENANCE REF NO: GPW 26/024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R253 341 per annum, (OSD) Pretoria Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in Electrical. Grade 12 will be an added advantage. Must be able to obtain a positive security clearance. No experience required. Experience in printing industry will be an added advantage. Must be able to obtain a positive security clearance. Good knowledge of applicable processes and equipment. Understanding of all relevant human resources legislative framework, regulations, and prescripts. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Safety, Health, Environment and Quality (SHREQ) management requirements Act, Skills Development Act. Understand the PFMA and Treasury Regulations. A valid driver's license is required.

<u>DUTIES</u>	:	Ensure and carry out efficient maintenance and repair of all equipment at GPW sites: Adhere to scheduled maintenance to previously established manufacturing sequences and lead times, as instructed by GPW. Keep to the schedule to track and build an accurate history of equipment maintenance, through completion of maintenance work orders. Escalate and expedite maintenance operations that delay production or pose a risk to health, safety and environment. Signing off work orders when completed and providing evidence to Supervisor. Assist machine agents or OEM should it so be required. Inspect all electrical equipment as per agreed timelines and manufactures instructions. Report any signs of shortcomings and damage immediately to Supervisor. Perform and monitor quality assurance ensuring that all maintenance and repair work is compliant with the standards set by GPW and other relevant authorities: Review factors that could affect the quality of maintenance/repair work and put corrective measures in place if required. Monitor progress to track performance against the plan and to identify early warning signs. Work order management: Get orders from the supervisor every morning and attend to required jobs as soon as possible. Engage requestor, artisan, or supervisor responsible for the machine. Fill in the work order completely after attending to the fault. Report back to the supervisor with a work order that is completed. Close the work order, order material, or escalate to agent or OEM through the supervisor. Administration functions: Submit written and verbal reports to supervisor as per agreed timelines. Management of one's leave. Time and attendance management. Attend standing and ad-hoc meetings as and when required. Attend training, workshops, courses, and any intervention proposed by supervisor, management or GPW. Ensure Safety, health, environment, risk, and quality (SHERQ) in the Division: Always Adhere to health and safety prescripts during all phases of maintenance on site. Proper use of PPE. Do regular risk assessments to eliminate injuries or incidents to operators, artisans, and anyone around the machine. Full adherence to any safety, health and environmental policy implemented within GPW and its sites.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T Tsebe Tel No: (012) 748 6288
	:	Link: GPW 26/024
<u>POST 39/48</u>	:	<u>ARTISAN (PRODUCTION): EQUIPMENT MAINTENANCE MECHANICAL REF NO: GPW 26/025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R253 341 per annum, (OSD)
	:	Pretoria
	:	Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in Printing Industry. Grade 12 will be an added advantage. No experience required. Experience in printing industry will be an added advantage. Must be able to obtain a positive security clearance. Good knowledge of applicable processes and equipment. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Safety, Health, Environment and Quality (SHREQ) management requirements Act, Skills Development Act. Understanding all relevant safety requirements for staff in a manufacturing environment. A valid driver's license is required.
<u>DUTIES</u>	:	Ensure and carry out efficient maintenance and repair of all equipment at GPW sites: Adhere to scheduled maintenance to previously established manufacturing sequences and lead times, as instructed by GPW. Keep to the schedule to track and build an accurate history of equipment maintenance, through completion of maintenance work orders. Escalate and expedite maintenance operations that delay production or pose a risk to health, safety and environment. Assist to perform root cause analyses on equipment breakdowns and report thereon. Ensure the following-up and communicating of the schedule to all resources: maintenance, production, outside services, stores, and engineering. Assisting machine agents or OEM should be required. Inspect all mechanical equipment as per agreed timelines and manufactures instructions. Report any signs of shortcomings and damage immediately to Supervisor. Keep up to date with new developments in the functional area. Perform and monitor quality assurance ensuring that all maintenance and repair work is compliant with the standards set by GPW and other relevant authorities: Review factors that could affect the quality of maintenance/repair work and put corrective measures in place if required. Monitor progress to track performance against the plan and to identify early warning signs. Provide inputs to prepare maintenance and repair reports. Work order management: a) Get work orders from the supervisor every morning and attend to required jobs

as soon as possible. Engage requestor, artisan, or supervisor responsible for the machine. Fill in the work order completely after attending to the fault. Report back to the supervisor with a work order that is completed. Administration functions: Submit written and verbal reports to supervisor as per agreed timelines. Management of one's leave. Time and attendance management. Attend standing and ad-hoc meetings as and when required. Attend training, workshops, courses, and any intervention proposed by supervisor, management or GPW. Ensure Safety, health, environment, risk, and quality (SHERQ) in the Division: Always Adhere to health and safety prescripts during all phases of maintenance on site. Proper use of PPE. Do regular risk assessments to eliminate injuries or incidents to operators, artisans, and anyone around the machine. Full adherence to any safety, health and environmental policy implemented within GPW and its sites.

<u>ENQUIRIES</u>	:	Mr. T Tsebe Tel No: (012) 748 6288
<u>APPLICATIONS</u>	:	Link: GPW 26/025
<u>POST 39/49</u>	:	<u>ARTISAN PRODUCTION GRADE A: ROLL COLLATOR REF NO: GPW 26/026 (X2 POSTS)</u> Directorate: Security Printing
<u>SALARY</u>	:	R253 341 per annum, (OSD)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in Mechanized Bookbinding. Grade 12 will be an added advantage. No experience required. Experience in printing industry will be an added advantage. Must be able to obtain a positive security clearance. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Operate Roll-Collator, Guillotine, and other Finishing equipment. Perform required maintenance and coordinate repairs or technical support with maintenance personnel where required. Conduct quality assurance and control processes to ensure that finishing print products meet required standards and specifications. Process security-printed products in accordance with production specifications and customer requirements. Achieve production targets, ensuring that processing of print products is completed on time and in accordance to GPW standards and customer requirements. Clean and maintain machines and equipment according to schedule, ensuring the efficient and continuous running thereof. Participate in safety, health, environment, risk and quality (SHERQ) initiatives in the section. Comply with all OHSA safety requirements, monitor and mitigate safety risks Monitor and mitigate safety risks. Complete daily production timesheets accurately and submit them on time as required.
<u>ENQUIRIES</u>	:	Mr. V. Barendse Tel No: (012) 748 6267
<u>APPLICATIONS</u>	:	Link: GPW 26/026
<u>POST 39/50</u>	:	<u>ARTISAN PRODUCTION GRADE A: EXAMINATION DIGITAL PRINTING LINE REF NO: GPW 26/027</u> Directorate: Security Printing
<u>SALARY</u>	:	R253 341 per annum, (OSD)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 and the completion of an appropriate printing apprenticeship in the printing industry (special products printing and finishing). Trade Test certificate in the printing industry. Grade 12 and computer literacy will be an advantage. Must be able to obtain a positive security clearance. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Operate the digital printing equipment with online and/or offline finishing processes. Organise, plan, and allocate printing raw materials and other resources in line with the product to be printed. Achieve production targets, ensuring that printing is completed on time and according to GPW standards and customer requirements. Print customer orders as per customer specifications and requirements. Continuously perform quality control in line with existing standard operating procedures. Resolve basic technical and mechanical challenges to ensure smooth production with less downtime. Conduct quality assurance and control during the printing process on a continuous basis, ensuring text, images, and colour correctness. Assist with problem solving as and when required. Maintain and clean machines and equipment according to schedule and ensure efficient and continuous running

		thereof. Ensure general housekeeping tasks are performed in the working environment. Participate in safety, health, environment, risk, and quality (SHERQ) initiatives in the section. Ensure compliance with all OHSA safety requirements. Provide input on policies and procedures. Assist with performing supervisory functions.
<u>ENQUIRIES</u>	:	Mr E. Mtshali Tel No: (012) 748 6361
<u>APPLICATIONS</u>	:	Link: GPW 26/027
<u>POST 39/51</u>	:	<u>ARTISAN PRODUCTION GRADE A: SECURITY FOILING AND INKJET NUMBERING REF NO: GPW 26/028</u> Directorate: Security Printing
<u>SALARY</u>	:	R253 341 per annum, (OSD)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 and the completion of an appropriate printing apprenticeship. Trade test certificate in the Mechanised Bookbinding (special products printing, foiling and inkjet numbering processes). Grade 12 and computer literacy will be an advantage. Must be able to obtain a positive security clearance. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Set, adjust, operate, and maintain foiling and inkjet numbering equipment as per the product requirement and standard operating procedures. Set up all jobs, maintenance, and repair, foiling, and inkjet numbering, sheeting, rewinding and perform quality checks. Ensure security documents are produced precisely, timely, and according to customer requirements. Safeguard and protect all security materials Ensure security foiling and inkjet numbering of printed material is undertaken as per predetermined work ticket specifications. Complete daily production timesheets accurately and perform quality checks to ensure finished products meet established quality standards and take necessary action for non-compliance. Clean and maintain machines and equipment according to schedule, ensuring the efficient and continuous running thereof. Perform/request general maintenance as needed. Ensure general housekeeping tasks are performed in the working environment. Ensure Safety, health, environment, risk and quality (SHERQ) Management in the division and comply with all OHSA safety requirements as well as SHERQ processes Provide support in developing Policies and strategies. Record production activities on equipment as per production codes and ensure that daily production reports submitted accurately and on time as required.
<u>ENQUIRIES</u>	:	Mr T Khumalo Tel No: (012) 748 6329
<u>APPLICATIONS</u>	:	Link: GPW 26/028
<u>POST 39/52</u>	:	<u>PRODUCTION CLERK: IMAGE ENHANCEMENT REF NO: GPW 26/029 (X2 POSTS)</u> Directorate: High Security Printing
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. No experience required. Knowledge of processes and equipment. Must be able to obtain a positive security clearance. Must be able to obtain a positive security clearance.
<u>DUTIES</u>	:	Receive and enhance images, signatures, edit and enhance it using various software tools. Check the images, inter alia, for colour correction, adjusting brightness and contrast, removing blemishes, and other enhancements to improve the overall visual quality of the image. Maintain an organized system for storing and retrieving image files, ensuring that files are properly named and labelled, and that they are stored in the correct location. Stay up to date with industry trends and new software or technologies that can improve the image enhancement process. Work with other members of the production team to ensure that images are produced in a timely and efficient manner, and that they meet the required quality ICAO standards. Monitor the workload. Compile detailed production sheet or work tickets from customer orders and other specifications as guides in product assembly or manufacturing. Clean and maintain machines and equipment's. Ensure that machine maintenance on equipment is done according to the manufacturer's requirements. Manage safety, health, environment, risk and quality (SHERQ) in the Division. Comply with all OHSA safety requirements. Monitor and mitigate plant related safety risks. Ensure that SHERQ processes are adhered to. Assist with the

		developing, review, implementing and complying with production procedures and policies as required by GPW.
<u>ENQUIRIES</u>	:	Mr. Frikkie Nagel Tel No: (012) 748 6109
<u>APPLICATIONS</u>	:	Link: GPW 26/029
<u>POST 39/53</u>	:	<u>ADMINISTRATION CLERK: ADMINISTRATIVE SUPPORT SERVICES REF NO: GPW 26/030</u>
		Directorate: Security Printing
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. No experience required. Understanding of relevant public service administration frameworks, GPW policies, security printing procedures, and internal administrative prescripts. Must be able to obtain a positive security clearance
<u>DUTIES</u>	:	Assist the Chief Clerk with production activities and support smooth workflow within the security-printing environment Liaise with design, press, printing, finishing, and other relevant units to support the timely completion of work. Track usage, initiate re-ordering when required, and maintain an organized inventory system. Maintain, update and manage records of production activities, including job specifications, client requirements, production schedules, inventory levels, and related information. Distribute printed documents and related correspondence to relevant stakeholders. Coordinate with courier or transport service providers to arrange deliveries and monitor delivery progress. Track and trace dispatched printed materials to support timely and accurate delivery. Communicate with delivery personnel, monitor shipment status, and assist in resolving delivery issues or delays. Administrative reporting and procedures. Compile up-to-date statistics and provide input for daily, weekly, or monthly reports as required. Support the ordering and maintenance of adequate material stock to ensure availability for continuous production.
<u>ENQUIRIES</u>	:	Mr T Khumalo Tel No: (012) 748 6329
<u>APPLICATIONS</u>	:	Link: GPW 26/030
<u>POST 39/54</u>	:	<u>HR OFFICER: LEAVE AND BENEFITS ADMINISTRATION REF NO: GPW26/031 (X2 POSTS)</u>
		(6 Months Fixed Term Contract)
<u>SALARY</u>	:	R237 453 per annum (Level 05), plus 37% in lieu of benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate. Three-year Diploma (equivalent to NQF level 6) in Human Resources Management, PERSAL Training plus 1 - 2 years' experience in Leave and Benefits Administration environment will be an added advantage. Understanding of all relevant Human Resources legislative framework, regulation and prescripts.
<u>DUTIES</u>	:	Administer the leave processes: Review all types of leave applications received and capture on PERSAL. Ensure the leave applications are in line with leave policy and prescripts. Identify anomalies and communicate requirements to the relevant Unit. Provide general administration support and leave queries: Attend to all queries relating to leave administration. Maintain quality leave records. Conduct leave audits when required. Administer PILIR applications services: Receive and submit PILIR applications to SOMA. Compile and maintain PILIR register of applications sent to SOMA and capture and action SOMA outcome. Process employee benefits: Process appointments on PERSAL. Implement service benefits and conditions such as allowances, resettlement and medical aid. Implement service termination on PERSAL. Administer the promotional and probation reviews. Records keeping: Update data on the system and keep proper records. Ensure up to date employee records. Provide general administration services: Provide admin support during Service Benefits related projects, respond to queries relating to employee remunerative benefits and conditions. Process overtime authorisation on PERSAL. Draft employee correspondence.
<u>ENQUIRIES</u>	:	Ms. D Barnett Tel No: (012) 748 6013
<u>APPLICATIONS</u>	:	Link: GPW 26/031

<u>POST 39/55</u>	:	<u>HR OFFICER: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: GPW26/032 (X2 POSTS)</u> (6-Month Fixed-Term Contract)
<u>SALARY</u>	:	R237 453 per annum (Level 05), plus 37% in lieu of benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate. Three-year Diploma (equivalent to NQF level 6) in Work-study / Management Services / Operations Management / Production Management/ Industrial and organisational Psychology, PERSAL Training plus 1 - 2 years' experience in Organisational Development and Change Management environment will be an added advantage. Understanding of all relevant Human Resources legislative framework, regulation and prescripts.
<u>DUTIES</u>	:	Provision of admin support during organisational structure investigation: Provide admin support during Branch consultations. Assist with implementation of the design, development, maintenance and review of the functional organisational structure. Compile draft work-study memos, letters and relevant OD reports. Update and maintain the organisational structure upon the approval of the submissions. Implement the organisational structure and the alignment on PERSAL. Facilitate and develop job descriptions: Identify unsigned/ outdated job descriptions. Consult with the relevant manager on the development of the job description. Draft and update job descriptions in line with organisational structure and relevant legislation where required. Keep and update a database of all job descriptions within the GPW. Provide support during job evaluation processes. Present/ submit the job evaluation packs for quality assurance. Provide secretariat support for job evaluation panel. Update and maintain the alignment of organisational structure with post establishment: Provide PERSAL establishment maintenance support Provide support during implementation of OD related projects. Change Management: Assist with coordination of Change Management meetings. Draft documents related to Change Management decisions. Ensure proper filing of OD related records.
<u>ENQUIRIES</u>	:	Mr. C Mhlari Tel No: (012) 748 6304
<u>APPLICATIONS</u>	:	Link: GPW 26/032