

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 Email to specific e-mail addresses under each post.
- FOR ATTENTION** : Ms. DD Kgosana / Ms. NW Mathibela, Human Resources Tel No: (012) 748 6277 /012 748 6297
- CLOSING DATE** : 23 April 2025 at 16:00pm
- 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form can be downloaded at www.dpsa.gov.za-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being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. 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 12/53** : **CHIEF ARTISAN SECURITY WEB-FED PRINTING REF NO: GPW 25/01**
Re-advertisement, applicants who previously applied are encouraged to reapply.
- SALARY** : R455 223 per annum, (OSD Model)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test in Rotary Web-Offset /Lithography / Continuous Stationery Machine Minding. Grade 12 will be an added advantage. 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-color Web-Fed Continuous Stationery Concepta printing press with specialized finishing processes 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 is 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 OHS&S safety regulations. Monitor and mitigate plant related safety risks.

ENQUIRIES : Mr T Khumalo Tel No: (012) 748 6329
APPLICATIONS : E-mail Artisan2501@gpw.gov.za

POST 12/54 : **CHIEF ARTISAN SECURITY SHEET-FED PRINTING REF NO: GPW 25/02**
 Re-advertisement, Applicants who previously applied are encouraged to reapply

SALARY : R455 223 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 will be an added advantage. 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-color 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 is 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 with 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&S safety regulations. Monitor and mitigate plant related safety risks.

ENQUIRIES : Mr T Khumalo Tel No: (012) 748 6329
APPLICATIONS : E-mail Artisan2502@gpw.gov.za

POST 12/55 : **CHIEF ARTISAN EXAMINATION PACKAGING AND FINISHING REF NO: GPW 25/03 (X2 POSTS)**
 Re-advertisement, Applicants who previously applied are encouraged to reapply

SALARY : R455 223 per annum, (OSD Model)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship in Mechanized Binding Trade Grade 12 will be an added advantage. At least 10 years' post-apprenticeship experience in a Finishing Production environment. 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.

DUTIES : 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 is 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 the 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&S safety regulations. Monitor and mitigate plant related safety risks.

ENQUIRIES : Ms J. Seabela/ Mr E Mtshali Tel No: (012) 748 6320/6361
APPLICATIONS : E-mail Artisan2503@gpw.gov.za

POST 12/56 : **CHIEF ARTISAN: EQUIPMENT MAINTENANCE REF NO: GPW 25/04**
Re-advertisement, Applicants who previously applied are encouraged to reapply

SALARY : R455 223 per annum, (OSD Model)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 qualification plus a completed apprenticeship. Trade Test certificate in a Mechanical-related field. At least 10 years post-qualification experience as an Artisan / Artisan Foreman / Team Leader. 3 years' proven supervisory experience. A valid driver's license is essential. Grade 12 and working in a manufacturing environment will be an advantage. Knowledge of, and experience in OHS, SHERQ and other regulations and policies. Commitment to work shifts. Extending working hours may be required.

DUTIES : Ensure efficient maintenance and repair of production equipment. Supervise and lead an engineering maintenance team. Ensure the accurate analysis of equipment specifications and equipment capacity data and determine reliability-centered maintenance schedules. Schedule maintenance to previously established manufacturing sequences and lead times, considering the Maintenance Plan. Participate in the generating of an agreed equipment plan for an 8-week rolling horizon, ensuring maximum machine availability. Ensure the escalating and expediting of operations that delay maintenance schedules. Actively participate in planning meetings to finalise priority of work orders, optimise downtime windows, and reduce production lead times. Ensure the following-up and communicating of the schedule to all resources: maintenance, production, outside services, stores, and engineering. Perform and monitor quality assurance ensuring that all maintenance and repair work is compliant with the standards set by GPW and any regulatory bodies. Confer with department supervisors to determine the status and quality of scheduled maintenance. Prepare regular maintenance and repair reports. Assist with the developing, review, implementing and complying with the relevant procedures and policies as required by GPW. Review factors that could affect the quality of maintenance/repair work and put corrective measures in place if required. Prepare maintenance and repair reports. Supervise Safety, health, environment, risk, and quality (SHERQ) in the Division and ensure compliance with all OHSA safety requirements.

ENQUIRIES : Mr T Tsebe Tel No: (012) 748 6288
APPLICATIONS : Email address is Artisan2504@gpw.gov.za

POST 12/57 : **ARTISAN FOREMAN: CTP REF NO: GPW 25/06**
Re-advertisement, Applicants who previously applied are encouraged to reapply

SALARY : R362 130 per annum, (OSD Model)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test Certificate in Electronic Origination. Grade 12 and experience in working in a manufacturing environment will be an advantage. At least 5 years' post apprenticeship (is this correct 5years) appropriate experience. Willingness to work shifts. Extending working hours may be required. Valid drivers license

DUTIES : The producing of computer to plate (CTP) matters. Oversee the day-to-day operations of the CTP section, ensuring smooth and efficient functioning. Implement and enforce quality control standards to ensure accurate and high quality output of plates. d) Identify and resolve technical issues related to CTP systems, equipment, and software to minimize disruptions in production. e) Oversee the production of plates using CTP technology, including plate imaging, plate processing, and plate inspection. Work closely with the colour management team to ensure accurate colour reproduction on the printed materials. Oversee the reviewing of the content of documents, ensuring it is according to the requirements of the customers. Maintain accurate records and documentation of CTP production activities, performance metrics, and equipment maintenance. The verifying of the correctness and quality of the documents. Collaborate with the prepress section/department to review and prepare digital files for plate production, ensuring they meet printing requirements and standards. Ensuring computers, software and equipment in the section are up to standard for the producing of high-quality documents. Ensure that CTP equipment is properly maintained and serviced to optimize

- performance and minimize downtime. Comply with all OHS&A safety requirements. Provide administration support and provide inputs on the development of policies and procedures.
- ENQUIRIES** : Ms H Masilo Tel No: (012) 748 6345
APPLICATIONS : Email address is Artisan2505@gpw.gov.za
- POST 12/58** : **ARTISAN FOREMAN: EXAMINATION PACKAGING REF NO: GPW 25/07**
 Re-advertisement, Applicants who previously applied are encouraged to reapply
- SALARY** : R362 130 per annum, (OSD Model)
CENTRE : Pretoria
REQUIREMENTS : 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 skills and commitment to work shifts.
- DUTIES** : 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.
- ENQUIRIES** : Ms. J Seabela Tel No: (012) 748 6320
APPLICATIONS : Email address is Artisan2506@gpw.gov.za
- POST 12/59** : **ARTISAN FOREMAN: DIGITAL PRINTING LINE REF NO: GPW 25/08**
 Re-advertisement, applicants who previously applied are encouraged to reapply)
- SALARY** : R362 130 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 qualification plus a completed apprenticeship in Lithography, Rotary Web-Offset or Continuous Stationery Offset Printing Trade. Passed Trade Test Certificate in any of the printing trade. Grade 12 will be an advantage. At least five (5) years' post apprenticeship appropriate experience. Good knowledge of multicolour printing processes and equipment. Willingness to work shifts and extended hours.
- DUTIES** : Operate multicolor Digital Printing press with online and offline finishing functions. Allocate resources and print orders accordingly. Effectively plan shop floor production. Execute prepress process involving all digital printing files. Continuously improve printing processes and ensure high quality standards of printed materials. Quality assurance and control of printing products. Supervise and train staff. Perform basic service maintenance tasks on printing presses in line with OEM and scheduled maintenance plan requirements. Ensuring adherence to SHREQ processes.
- ENQUIRIES** : Mr. E Mtshali Tel No: (012) 748 6361
APPLICATIONS : Email address is Artisan2507@gpw.gov.za
- POST 12/60** : **ARTISAN (SPECIALISED): DIGITAL PRINTING LINE REF NO: GPW 25/09**
 Re-advertisement, applicants who previously applied are encouraged to reapply)
- SALARY** : R341 124 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 qualification plus a completed apprenticeship in printing Trade. Passed Trade Test Certificate in Lithography, Rotary Web-Fed Offset or Continuous Stationery. Grade 12 will be an advantage. Five (5) years applicable post qualification experience operating multi-colour printing press. In depth technical knowledge of printing, processes and equipment. Willingness to work shifts and or extended working hours.
- DUTIES** : Operate Digital Printing equipment with online and offline finishing functions. Prepare and make ready printing press and finishing lines. Assist with the

prepress processes for all digital printing files. Provide in-depth technical printing advice and solutions for seamless process flow, process design and printing products improvements. Enhance printing processes, productivity and ensure consistent quality printing throughout the process. Perform basic equipment maintenance. Adhere to service schedule maintenance of printing equipment as per the existing standards operating procedures and OEM requirements. Perform and ensure that Quality assurance and control procedures and processes are adhered to as per the Standard Operations Procedures applicable.

ENQUIRIES : Mr. E. Mtshali Tel No: (012) 748 6361
APPLICATIONS : Email address is Artisan2508@gpw.gov.za

POST 12/61 : **ARTISAN (SPECIALISED): LITHOGRAPHY SHEET-FED PRINTING REF NO: GPW 25/10**
Re-advertisement, applicants who previously applied are encouraged to reapply)

SALARY : R341 124 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in Lithography Sheet-Fed Machine Minding, 5 years' post-qualification experience, Knowledge of computerized printing presses, good computer skills, Quality Conscious, Planning and organizing skills, Willingness to work shifts, Grade 12 will be an added advantage.

DUTIES : Operate Lithography multicolour-colour Sheet-Fed offset printing machine. Ensure that quality assurance and control on printing products is adhered to as per the customer's specifications, requirements and Standard Operation Procedures. Provide in-depth technical printing advice for a seamless production flow, process design and printing products improvements. Perform basic equipment maintenance. Assist with the training of staff when required. Adhere to Occupational Health and Safety regulations and procedures

ENQUIRIES : Mr. E. Mtshali Tel No: (012) 748 6361
APPLICATIONS : Email address is Artisan2509@gpw.gov.za

POST 12/62 : **ARTISAN (SPECIALISED): ID SMARTCARD PERSONALISATION REF NO: GPW 25/11**
Re-advertisement, applicants who previously applied are encouraged to reapply)

SALARY : R341 124.per annum (OSD)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or Equivalent qualification plus a completed apprenticeship. Grade 12 will be an added advantage. Five years post qualification experience in high security/ID/Travel Document/Relevant Printing Environment. Previous ISO certification/Experience will be an added advantage. Specialist knowledge of printing, processes and equipment. Understanding of Safety, Health, Environmental and Quality (SHERQ). Willingness to work shifts. Extended working hours may be required as and when.

DUTIES : Correct and efficient personalizing of ID Smart card documents, including card layout, data input, printing and encoding. Ensure that work is done according to the required schedule regarding timelines and quantities. Conduct proper quality control on personalized documents. Ensure efficient and effective movement and flow of work in progress in the Section. Monitor the reduction of wastage and efficiency baseline rate. Ensure 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 conducting of Quality assurance. Ensure proper quality standards in the section on a continuous basis. Monitor safe and secure handling of the material throughout the production process in the section. Ensure compliance to Safety, health, environment, risk, and quality (SHERQ) management and OHS&A safety requirements. Perform supervisory functions as required. Keep the equipment in good condition machines/equipment in the section up to standard ensuring the production of high-quality documents? Correct settings, adjustments and running of the production machines/equipment in the section. Providing functional and technical advice to the staff in the section.

ENQUIRIES : Mr. F. Nagel Tel No: (012) 7486109
APPLICATIONS : Email address is Artisan2510@gpw.gov.za

POST 12/63 : **ARTISAN PRODUCTION: EXAMINATION PACKAGING REF NO: GPW 25/12 (X5 POSTS)**
Re-advertisement, applicants who previously applied are encouraged to reapply)

SALARY : R230 898 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 OHSWA regulations and Government Printing Work policies.

ENQUIRIES : Ms J Seabela Tel No: (012) 748 6087
APPLICATIONS : Email address is Artisan2511@gpw.gov.za