

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 manual 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. Online applications should be e-mailed to specific e-mail addresses under each post.
- FOR ATTENTION** : Ms. N Mathibela / Ms. D Madiba, Human Resources Tel No: (012) 748 6297 /012 748 6277.
- CLOSING DATE** : 09 June 2025
- NOTE** : All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, 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. NB: (picture/snapshot) application will not be accepted. 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, initialled 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 abovementioned 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-preentryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department, following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 promotion 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)

MANAGEMENT ECHELON

<u>POST 16/144</u>	:	<u>CHIEF DIRECTOR: MANUFACTURING REF NO: GPW 25/13</u>
<u>SALARY</u>	:	R1 436 022 per annum, (Level 14), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Relevant Engineering Qualification / Operations Management/ Production Management NQF 7 qualifications as recognized by SAQA. Post graduate qualifications in leadership and/or technology would be advantageous. Certificate for entry into the Senior Management Service. 5 years' experience in an operations/ manufacturing environment at a senior management level. Experience in managing large manufacturing processes, diverse production teams, technologically-advanced equipment, and managing innovative projects is essential.
<u>DUTIES</u>	:	Strategic management of production services. Maintain a professional appearance and demeanour that reflects the organization's commitment to quality, continuous improvement and respect for individuals. Manage the production business units to produce print orders and when necessary, reorganize to meet deadline changes and updates. Communicate effectively with the General Manager: Manufacturing and Engineering, the operations management, production and engineering teams, informing and updating them regularly to guarantee that production, sales and customer objectives are met. Develop and manage all required production and manufacturing policies, systems, processes and procedures and that they are followed. Manage the activities and people over various plants/facilities. Oversee maintenance on the plant in collaboration with the engineering team. Maintain control measures to minimize waste and to eliminate abuse of production equipment. Plan, schedule production and the procurement of raw materials. Review, identification and assessment of existing security standards. Continuous review and alignment of security standards in line with the organizational risks. Strategic management of the production of high security printing products. travel and identity documents. Ensure that productivity levels and projects are well managed and monitored. Strategic oversee the managing of printing and finishing of specialised security printing products, inclusive of examination materials, rubberstamp products, and security certificates. Strategic management of high volumes of commercial printing products, inclusive of general government stationery. Lead and manage the Manufacturing 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. Monitor, evaluate and report on progress. Manage the efficiency and effectiveness of the Chief Directorate to ensure the achievement of set targets of the Directorate, while reporting on value for money in this regard. 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</u>	:	Mr K Moodley Tel No: (012) 748 6306 / 6303
<u>APPLICATIONS</u>	:	E-mail recruit202501@gpw.gov.za
<u>POST 16/145</u>	:	<u>CHIEF DIRECTOR: STRATEGIC PLANNING REF NO: GPW 25/14</u>
<u>SALARY</u>	:	R1 436 022 per annum (Level 14), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A qualification at an NQF level 7 in Strategy Management/ Business Management/ Public Management. A postgraduate qualification will be an added advantage. Certificate for entry into the Senior Management Service. Valid driver's licence. Minimum of 5 years relevant experience at senior managerial level. Travelling may be required. Extended working hours may be required. Ability to communicate with all levels of management.

DUTIES

: Ensure the overseeing and managing in the process to develop, align and monitor the implementation of strategic plans and related policies and procedures and ensuring monitoring and compliance. Oversee the developing, alignment and monitoring of the implementation of strategic plans and related policies and procedures. Oversee the developing of strategic plans, business plans and business processes. Oversee the monitoring of performance and compliance. Ensure the monitoring against the APP and Strategic Plans. Oversee the identifying of strategy execution shortfalls and remedies. Manage the developing of service delivery improvement mechanisms. Ensure programme and project management support. Manage with assisting of capacity building. Managing the Enterprise Portfolio Management Office (EPMO). Ensure and manage the development and execution of the stakeholder management, strategies and policies. Oversee the rendering of comprehensive communication services. Manage the mapping of the stakeholder database. Ensure the stakeholder engagement plan is properly executed. Oversee the management of stakeholder relations and segmentation. Oversee the management of events. Manage the marketing of GPW's products and services and managing customer satisfaction. Ensure the proper liaison between GPW customers and technical teams to design customer solutions is undertaken. Oversee the conduction of proper market research and that effective and innovative products and services are proposed. Ensure the undertaking of innovative marketing of GPW's products and services at various platforms. Manage the process to collate and process organisational data and institutional knowledge and to manage the resource centre. Oversee the managing of publication and related product sales. Oversee the mapping of bulk publications stores. Oversee the selling of publications to clients. Manage the rendering of subscription services to customers/clients. Coordinate the liaising with Parliament. Ensure proper communication to Parliament and that answers to questions and documentations to be tabled/submitted are done on time. Manage the processing and collating of organisational data and institutional knowledge. Ensure that required information is collected and collated on time. Oversee the management of the Resource Centre with updated and relevant publications/materials. Manage the rendering of programme and project management support. Oversee the management of multiple projects at all stages of the project (s) lifecycle from initiation to implementation. Manage the implementing and leading Lean value/benefits management, risk and dependency management capabilities. Manage the resources for project management effectively and efficiently. 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. Ensure that priority targets are realized by respective Directorates, and monitor, evaluate and report on progress. Manage the efficiency and effectiveness of the Chief Directorate to ensure the achievement of set targets of the Directorate, while reporting on value for money in this regard. 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, and ensure the management and development of human resources.

**ENQUIRIES
APPLICATIONS**

: Ms L Mooki Tel No: (012) 748 6276
: E-mail recruit202502@gpw.gov.za

POST 16/146

: **CHIEF DIRECTOR: SECURITY MANAGEMENT & FACILITIES REF NO:
GPW 25/15**

SALARY

: R1 436 022 per annum (Level 14), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

: Pretoria
: NQF 7 Qualification in Public Management/Security Management/ Facilities Management/ Property Management/ Social Sciences qualification as recognized by SAQA. Certificate for entry into the Senior Management Service. 5 years' senior management experience in facilities and security services environment.

DUTIES

: Oversee and manage the rendering of an effective, comprehensive, and sound security management service. The overseeing of the process of ensuring of effective and efficient security at all GPW premises. Ensuring the provisioning of guarding services to all GPW premises. The overseeing of the provisioning of the key management system; rendering of an information and examination security service and the implementation of security strategies and policies. The ensuring of proper implementation of the security policies, plans, and procedures. The overseeing of the provisioning of an effective and efficient security administration and the provisioning of service level agreement compliance in terms of contract management. The overseeing of the process to ensure compliance and administration of the National Key Point (NKP) prescripts and the Act; the provisioning of security awareness coordination and liaison with relevant stakeholders. The overseeing and management of provision of security systems; the provisioning of sound technical security strategy, plans and electronic security systems and processes. The ensuring of effective surveillance, detection, reporting and follow through of all security incidents. The overseeing of the administering of security vetting and screening of staff members and service providers. The overseeing of the provisioning of effective and sound fraud and corruption strategies and plans and to undertake proper investigation services. Oversee security budget and cost effective spending. Oversee the management of security expenditure in line with the PFMA. Manages that financial resources are used effectively and according to good practice, policy and standards. Manages that all procurement practices followed in unit are compliant, transparent and fair. Completes unit financial planning, budgeting and forecasts according to good practice and in line with GPW's requirements. Ensure and manage facilities, property, and offices services. The overseeing of the provisioning of property management services; rendering, directing and managing of office services. Manage all facilities of the GPW including branch offices as well as all owned or rented property. Procurement and contract management. Oversee the maintenance of building and grounds. Oversee that health and safety procedures are adhered to. Overseeing the obtaining of quotes from different contractors and presents the quotes to be approved with recommendations. Overseeing the calculation and comparing of costs for required goods or services to achieve maximum value for money. Oversee that project management is undertaken to supervise and co-ordinate work of contractors. Direct and plan essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling. Manage and lead change to ensure minimum disruption to core activities. Oversee the preparing of the maintenance and budgets are undertaken. Oversee the assessment of prospective new buildings together with a professional assessor (e.g., architect) and reports on alterations that would need to be done prior to occupation. Ensure that office support services are undertaken in a professional and cost-effective manner. Oversee the providing of record management services. Oversee the providing of effective and efficient transport, gardening, cleaning and messenger services.

**ENQUIRIES
APPLICATIONS**

: Ms L Mooki Tel No: (012) 748 6276
: E-mail: recruit202503@gpw.gov.za

POST 16/147

: **DIRECTOR: PRINTING (HIGH SECURITY / COMMERCIAL REF NO: GPW 25/16 (X2 POSTS))**

SALARY

: R1 216 824 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

: Pretoria
: Relevant NQF 7 Qualification in Production Management, Operations Management, Engineering, or equivalent qualification as recognized by SAQA. Certificate for entry into the Senior Management Service. Minimum of 5 years' experience in middle/senior management in a production/printing environment. Experience in commercial and/or security printing functions would be advantageous.

DUTIES

: Manage the end-to-end production of high-volume print-related products. Co-ordinate the printing, finishing, packaging and safe keeping of commercial or security printed products and materials. Ensure accurate, timely, secure and quality production within defined organisational and client expectations. Manage, monitor and maintain optimal productivity levels, project management

and equipment performance. Manage and maintain all related production equipment. Enable a conducive working environment for high performance. Provide vision, set direction and inspire the unit to deliver on the organisational mandate. Participate in defining the organisational strategy and support the development of plans of the organisation. Translate the organisational strategy into annual performance plans and operational implementation plans and monitors progress on a continual basis. Ensure strategic deliverables are reported according to defined standards. Initiate, support and champion transformation and change. Complete unit financial planning, budgeting and forecasts according to good practice and in line with GPW's requirements. Manage and monitor financial risks, projects and programmes. Continuously pursue improvement in sourcing and managing funds optimally. Manage financial resources effectively and according to good practice, policy and standards. Ensure all procurement practices in unit are compliant, transparent and fair. Draft policies and procedures for the unit, and ensure compliance. Contribute to developing and enhancing good governance practices within GPW. Develop and implement a risk management plan and report according to standards. Manage OHS implementation in the production environment. Monitor and report on performance levels against service delivery standards. Contribute to organisation wide reporting via visual management system. Draft and analyse effective production reports with linked corrective measures. Manage the development, motivation and utilisation of human resources for the unit. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve universal objectives.

**ENQUIRIES
APPLICATIONS**

: Mr K Moodley Tel No: (012) 748 6306 / 6303
: E-mail: recruit202504@gpw.gov.za

POST 16/148

: **DIRECTOR: ENGINEERING REF NO: GPW 25/17**

SALARY

: R1 216 824 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

: Pretoria
: Relevant NQF 7 Qualification in Mechanical or Electrical Engineering or equivalent Engineering qualification as recognized by SAQA. Certificate for entry into the Senior Management Service. Government Certificate of Competency (GCC) – Factories. Minimum of 5 years' experience in middle/senior management. Experience in a manufacturing/printing environment would be advantageous.

DUTIES

: Manage and ensure maintenance of production equipment and related engineering services. Ensure and manage engineering of customised solutions for production equipment. Manage maintenance of the production equipment by reviewing performance and maintenance reports, identifying maintenance and performance issues, engaging with production team and managing the implementation of corrective actions. Manage projects by developing project plans, allocating project resources, managing project delivery and budgets and reporting on project progress. Ensure compliance of quality and safety standards. Manage proper maintenance of electrical and heating, ventilation and air conditioning (HVAC) services' equipment. Manage installation and maintenance and services of the installed HVAC units. Collaborate with production heads on production levels by tracking performance and outcome against targets, identifying areas for improvement, identify innovations and efficiencies and implement improvements. Manage provision of integrated maintenance, planning, and scheduling. Manage monitoring and inspection of equipment. Manage establishment of maintenance records. Manage development of a maintenance strategy. Ensure compliance of quality and safety standards. Manage provision and maintenance of contact and monitor centre. Manage an effective and efficient contact and monitoring centre. Manage development of a proper monitoring and evaluation system for the Engineering Directorate. Keep proper recording and reporting on a predetermined basis.

**ENQUIRIES
APPLICATIONS**

: Mr K Moodley Tel No: (012) 748 6306 / 6303
: E-mail: recruit202505@gpw.gov.za

<u>POST 16/149</u>	:	<u>DIRECTOR: RESEARCH AND DEVELOPMENT REF NO: GPW 25/18</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Appropriate (NQF level 7) qualification in Engineering or Science (Process/Industrial/Materials/Systems/Mechanical/Printing/Information Technology) or equivalent qualification as recognized by SAQA. NQF 8 will be an added advantage. Valid driver's license. Certificate for entry into the Senior Management Service. 5 years' proven experience in a Printing/Manufacturing/Digitalisation/Technology environment at middle/senior management level in Research and Development.
<u>DUTIES</u>	:	The optimization of plant, equipment and facilities. The researching and development of new technology and equipment. The development and improvement of document security features and products/services. The testing, investigating and the rendering advice on fraudulent security products/services. Managing research on security and 4IR technology in the printing field. Managing the development, testing and implementation of security features. Managing the process of benchmarking security features, to leading practices. Ensuring compliance to quality and safety standards. Managing projects through developing project plans, allocating project resources, managing project delivery and budgets and reporting on project progress. Provides input in the compilation of a technology master plan for equipment deployment and retirement. Managing the establishing and maintaining of ISO standards in the work environment. Monitoring productivity levels by tracking performance and outcome against targets, identifying areas for improvement, identify innovations and efficiencies and implement improvements. Monitoring of compliance of quality and safety standards. Proper record keeping and reporting on a predetermined basis. Continuous improve the plant and the implementation of World Class Manufacturing Technical research and development, in order to improve plant, machinery and processes and Enable the organisation keep up with the latest developments. 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
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Ngubane Tel No: (012) 748 6344 E-mail: recruit202506@gpw.gov.za
<u>POST 16/150</u>	:	<u>DIRECTOR: ICT SECURITY, GOVERNANCE, RISK AND COMPLIANCE REF NO: GPW 25/19</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A minimum qualification of Information Technology /Computer Science/ Business Information at NQF level 7 as recognized by SAQA. Certificate for entry into the Senior Management Service. 5 years' middle/senior management (Levels 11/12) experience in ICT Infrastructure Management, Maintenance and Support. Added Advantage: CCNA, COMPTIA Server, Certificate COBIT 5, ITIL, IT Service Management certification, Information Security certifications, KING 3 or 4, Project Management, CISSP, CISP, CISA, CRISC, CGEIT, TOGAF.
<u>DUTIES</u>	:	Manage the design and implementation plans for infrastructure architecture. Manage the enforcement of infrastructure architecture execution as well as ongoing refinement tasks regarding infrastructure architecture. Manage the evaluation of technology, market trends and industry development on business within the GPW. Manage the identifying of the prospective impact on business within the GPW. Manage the identification of a need to change technical architecture to incorporate infrastructure needs. Manage the safeguarding of

information assets by identifying and solving potential and actual security problems. Manage the protection of the IT system by defining access privileges, controlling structures and resources. Manage the implementing of security improvements by assessing the current situation, evaluating trends and anticipating the necessary requirements. Manage the determining of security violations and inefficiencies by conducting periodic IT audits. Manage the upgrading of the system by implementing and maintaining security controls. Manage the building of firewalls into network infrastructures, data centres and constantly monitoring for attacks and intrusions. Manage the process of designing and defining the IT strategy and ICT service(s) continuity. Manage the implementation of corporate governance of ICT. Manage the safeguarding of information assets and information systems by identifying and solving potential and actual security problems. Manage the process to build ICT governance controls. Manage ICT risk and compliance. Manage and align the ICT strategy to the business strategy. Manage the designing and planning the Directorate's objectives and operations to the business continuity plan. 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**

: Mr Z Gwiba Tel No: (012) 748 6090
: E-mail: recruit202507@gpw.gov.za

POST 16/151

: **DIRECTOR: APPLICATIONS MANAGEMENT REF NO: GPW 25/20**

SALARY

: R1 216 824 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

: Pretoria
: An NQF level 7 qualification in Computer Science/ Information Technology/ Business Analysis/ Computer Systems as recognized by SAQA. Certificate for entry into the Senior Management Service. 5 years on middle/senior management (levels 11/12) experience in ICT. Added advantage: Certificate COBIT 5, ITIL, KING 3 or 4, Project Management, Business Analysis Certificates.

DUTIES

: Manage the coordinating and database activities to support application development projects. Provide functional and technical support to ensure performance, operation and stability of database systems. Manage data exporting and importing across database systems. Provide database connectivity and access support throughout the GPW. Prepare documentation of all database procedures and guidelines. Provide high level support to customers on a daily basis. Manage the providing of support and identifying all issues and address and report of all issues and solutions. Administer and resolve applications issues, provide updates and perform root cause analysis. Perform root cause assessment and debug all issues on server domain, and availability of applications. Install and prepare tools required for proper functioning of the website front line applications on a regular basis. Assist with systems integrations and identifying and resolving technical issues. Manage the creating of system guidelines and the designing of new computer systems and frameworks for the GPW. Define system problems by conferring with users, stakeholders and evaluating procedures and processes. Collaborate with Business Analysts, Project Leads and IT teams to resolve issues and ensuring solutions are viable and consistent. Maintain and upgrade existing systems as required. Troubleshoot technical issues and planning risk mitigations. Manage all production systems and recommend ways to optimise performance and provide solutions to problems and prepare reports for all problems. Identify problems and opportunities within the GPW and ultimately provide solutions that help achieve the business' goals. Implement and support business information systems across multiple departments. Develop new models that underpin sound business decisions. Review test cases, process change requests and project's scope, acceptance, installation and deployment. 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Z Gwiba Tel No: (012) 748 6090 E-mail: recruit202508@gpw.gov.za
<u>POST 16/152</u>	:	<u>DIRECTOR: ORGANISATIONAL DEVELOPMENT AND EMPLOYEE ACQUISITION REF NO: GPW 25/21</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (an all-inclusive salary package) structured as Follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Qualification at NQF 7 as recognised by SAQA in Human Resources Management/Development. Certificate for entry into the Senior Management Service. Five (5) years' experience at a Middle/Senior Management level in Human Resources Management. Post Grad Qualification in related field will be an added advantage.
<u>DUTIES</u>	:	Manage the development of human resource strategies. Ensure the development, maintenance and implementation of HR plans. Manage the coordination of the development, maintenance and implementation of HR Information systems (Data integrity). Ensure the monitoring and evaluation of HR performance (HR annual report and audits) in the Department. Manage organisational development and change management interventions. Ensure the alignment of the organisational structures to the mandate and strategic plan of the GPW. Manage the work study investigations. Manage the Job Descriptions function. Effectively manage the Job Evaluation process. Manage the development and implementation of change management strategies. Conduct Change Management workshops. Manage the recruitment of human resources for production functions. Manage the administering of employee information, remuneration benefits and the processing thereof. Manage the process of capturing information of PERSAL. Manage the record management system. Manage the provisioning of leave and overtime. Manage the administering of the time and attendance System. 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MM Modise Tel No: (012) 748 6239 E-mail: recruit202509@gpw.gov.za
<u>POST 16/153</u>	:	<u>DIRECTOR: STRATEGIC SOURCING AND ASSEST MANAGEMENT REF NO: GPW25/22</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Degree/ Advanced Diploma (NQF 7) qualification in Supply Chain Management/Purchasing/Logistics Management/Finance. Certificate for entry into the Senior Management Service. Five (5) years' experience at middle or senior management level in a supply chain management or logistics environment. Sound knowledge and experience in tender procedures. Experience in estimating printing work, with proven knowledge of printing processes, equipment, and paper, planning (estimating) and/or scheduling is beneficial will be an added advantage.
<u>DUTIES</u>	:	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. Submit annual procurement plan to Chief Executive Officer. Monitor the annual procurement plan. Ensure the development of asset management and inventory control plans and the implementation thereof. Manage and monitor the effective and efficient physical verifying of fixed and movable assets. Manage and monitor the disposal of assets in line with all relative legislation regulations, prescripts and GPW policies and procedures. Chair the disposal committee and manage, investigate, and report on all losses of assets. Manage the development and enforcement of counting methodology. Ensure that the daily and periodic counts are conducted and monitored. Ensure effective reconciliation of monthly reports. Oversee and manage the developing, implementing of inventory control and asset management plans as well as the enforcing of proper inventory and asset control measures. Manage the maintaining of a complete and accurate electronic asset register. Oversee the performing of inventory control functions. Managing and monitor accurate financial evaluation of assets. Ensure that correct processes are implemented and followed to avoid audit findings. 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 : Dr. L Mahlasela Tel No: (012) 768 6346
APPLICATIONS : E-mail: recruit2025010@gpw.gov.za

OTHER POSTS

POST 16/154 : **DIVISIONAL MANAGER: PRODUCTION (SPECIAL PRODUCTS: FINISHING OPERATIONS AND ID DOCUMENT PRODUCTION) REF NO: GPW 25/23 (X3 POSTS)**

SALARY : R1 059 105 per annum, (an all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A 3-year Diploma in Industrial Engineering/ Process Engineering/ Production Management/ Operations Management or similar field equivalent to a NQF 6 qualification as recognized by SAQA. 3 years appropriate experience in the in the production environment at junior middle management (9/10) level (printing experience would be an added advantage)

DUTIES : Manage and control the production, printing, finishing and delivery of printed and related material through manual and mechanised processes. Plan and schedule the Division's work and ensure all resources required are available. Control the execution of the related production processes ensuring the required quality, costing targets and delivery to the internal and external customers on time. Ensure the effective and efficient production and process management in the Sub-directorate. Ensure Quality control and reduction of wastage. Monitor adherence to scheduled time of jobs to next Section. Determine the efficiency baseline rate per workstation and manage accordingly. Ensure a smooth workflow between the workstations in the Division. Apply continuous improvement measures to production process. Identify possible bottlenecks and address timeously. Define, implement and administer the execution of appropriate required health and safety procedures in the Sub-Directorate. Ensure maintenance of regular equipment. Manage and monitor the regular execution of equipment maintenance to ensure the smooth running of the finishing and binding processes. Ensure the rendering of HR related functions e.g., the administering of leave and attendance register. Ensure the rendering of logistical support, the ordering and issuing of inter alia, raw materials, production and stationery. Ability to work under pressure and extended hours. Ensure proper recordkeeping and maintaining of the filing system. Ensure material stock items corroborates with that on ERP system. Provide accurate reports as required on time. Ensure the up-to-date policies, procedures and administrative tasks in the Sub-Directorate. Develop and review of policies and procedures for the Sub- Directorate. Keep up to date with new trends in the industry. Manage the Sub-directorate. Monitor and ensure proper utilisation and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job

descriptions for subordinates. Implement workplace discipline. Provide inputs to the monthly and quarterly reports aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to business plan on coming year. Perform a stakeholder analysis for the component and identify their needs and incorporating it in the business planning process. Develop/review internal work processes (SOPs). Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resource requirements identified. Ensure compliance on safety, health, environment, risk, and quality (SHERQ) management in the Division. Monitor and mitigate plant related safety risks. Ensure administrative support services for the Division.

**ENQUIRIES
APPLICATIONS**

: Mr T Khumalo Tel No: (012) 748 6329
: E-mail: recruit2025011@gpw.gov.za

POST 16/155

: **PRINTING SPECIALIST: SUB-DIRECTORATE: DIGITALIZATION REF NO: GPW 25/24**

**SALARY
CENTRE
REQUIREMENTS**

: R1 059 105 per annum, (an all-inclusive remuneration package)
: Pretoria
: Relevant NQF level 6/7 qualification in IT/Software Programming/Engineering/Printing/Technology Management, or similar field equivalent qualification as recognized by SAQA. 5 years appropriate experience in a Digitalization or ICT Printing environment, of which three year is at middle management level.

DUTIES

: Ensure that national and international research undertaken on digitalization and 4IR technology in the printing field. Ensure that research undertaken on the viability of automation of processes in the printing field including, i.e., basic robotic process automation (RPA), enhanced process automation and automatic or cognitive automation. Research undertaken on the viability and utilisation of specialised software to digitalise and electronise physical documents, as well as develop on-line platforms for documents, as an alternative to printed physical documents. Providing technical advice to GPW management, on artificial intelligence and machine learning, 3D printing, gene editing and nanotechnology in the working environment. Research on an appropriate enterprise resource planning (ERP) system (and Business Intelligence (BI) reporting for management's consideration that is applicable and relevant to the GPW's printing needs. Ensure scrutinizing, testing and utilisation of specialised software to digitalise and electronise physical documents, as well as alternative on-line platforms for printed physical documents. Troubleshooting problems with equipment or software and undertaking of the maintenance of printing equipment. Undertaking of research of introducing Internet of Things (IoT) sensors on printing machines to possibly identify predictive maintenance. The undertaking of research, analysis of digitalization options/practices/trends and cost analysis of digitalized best practices nationally and internationally. The empirical comparison of best practice options of digitalization initiatives. The provision of professional advice on future options for the GPW's digitalized initiatives.

**ENQUIRIES
APPLICATIONS**

: Mr S Ngubane Tel No: (012) 748 6344
: E-mail: recruit2025012@gpw.gov.za

POST 16/156

: **PROCESS ENGINEER REF NO: GPW 25/25**

**SALARY
CENTRE
REQUIREMENTS**

: R896 436.per annum, (an all-inclusive remuneration package)
: Pretoria
: Relevant NQF level 6/7 qualification in Process/Industrial/Mechanical/Material/Electrical Engineering or equivalent qualification as recognized by SAQA. 5 years' proven experience in a manufacturing/printing environment of which 3 years should be at junior management level in a Technical Projects/Process Engineering/Manufacturing environment. Travelling and extended working hours may be required.

DUTIES

: The developing and implementing of process improvements and technological upgrades applicable to the printing operations of the GPW. Control systems designed to minimise costs and production challenges. Production standards designed in co-operation with the Process Engineer, Management and user personnel. Undertake, with the Process Engineer, cost analysis and estimated production costs. Design, with the Process Engineer, the layout of facilities and determine staff/resource requirements. Implementation and maintenance of

management systems, in relation to quality, environmental management, safety, business continuity and cyber security. Undertaking the review of production schedules, processes, specifications, and related information. Produce standards designed in co-operation with the Industrial Engineer, management and user personnel. Produce schedules, processes, and specifications designed according to best practice standards. Test automated equipment and processes. Design production processes that will maximise efficiency and waste reduction. Conduct research, on printing equipment trends. Research on printing equipment trends nationally and internationally, to ensure effective and efficient utilisation of printing equipment. Advise management on future printing equipment to be procured, with an estimation of cost versus benefits. Design and test automated machinery/equipment/processes. Optimise the efficiency of printing equipment. Develop, the master plan for equipment utilisation. Ensure that Master Plan for equipment utilisation developed to reduce wastage and the reduction thereof. Improve efficiency of printing equipment. Improve effective and efficient utilisation of equipment. Optimise of all resources in the production process. Undertake the planning of the retirement of ageing machinery/equipment and the implementation of new equipment. Establish pro-actively lifespan of equipment and plan the procurement of new equipment. Procure new equipment, implement and train staff members for new processes. Develop and provide instructions and manuals on the utilisation and maintenance of new equipment.

**ENQUIRIES
APPLICATIONS**

: Mr S Ngubane Tel No: (012) 748 6344
: E-mail: recruit2025013@gpw.gov.za

POST 16/157

: **DEPUTY DIRECTOR: INTERNATIONAL KEY ACCOUNT MANAGEMENT
REF NO: GPW 25/26**

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum, (an all-inclusive remuneration package)
: Pretoria
: A relevant NQF Level 6 qualification in Sales, Commerce, Printing, Marketing, or a related field as recognized by SAQA is required, along with a minimum of three (3) years of relevant experience in a middle management position (levels 9/10) within a Printing or Key Account Management environment.

DUTIES

: Manage International Key Accounts. Establish and maintain excellent relationships with International Key Account customers, to ensure verification and confirmation of customer requirements. Continually consult with International Key Account customers and personnel in other GPW Business Units, in order to ensure customer satisfaction and resolution of customer complains. Regularly monitor International Key Account customer satisfaction and timeous delivery of good quality products and services to Key Customers. Conduct an analysis of the performance of GPW, with regards to the products and services rendered to international key customers, as well as researching new methods/best practices in the industry, aimed at ensuring customer satisfaction. Establish and develop new International Key accounts for GPW. Develop a good understanding of potential new international customer's main purpose and functions, in relation to products and services that GPW can provide. Consult with internal stakeholders regarding products to be marketed to the possible new International Key Account customers, and formulation of a work/project plan. Develop a sales and marketing strategy with which to approach new international customers. Establish a good relationship with key international customers, ensuring that they are brought into the proposition and have a clear understanding of the financial implications, products, timeframes, contact details of GPW staff, in case of enquiries. Establish and manage new international Key Accounts, according to GPW's policies and procedures. Develop and ensure growth of International Key account Values. Keep up to date with new developments/technologies in the industry, which have an impact on products and services provided to International Key Customers. Market new products to International Key Customers, with a view to increase the value of the accounts. Value-added accounts for International Key Accounts. Manage and support the development of staff to ensure optimal performance and continuous growth.

**ENQUIRIES
APPLICATIONS**

: Mr. N Dlamini Tel No: (012) 748 6191
: E-mail: recruit2025014@gpw.gov.za

<u>POST 16/158</u>	:	<u>SENIOR PRINTING QUALITY INSPECTOR REF NO: GPW 25/27</u>
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate National Diploma/Degree (NQF Level 6/7) in Quality Management/Operations Management/Engineering/Printing, or similar field equivalent qualification as recognized by SAQA. 5 years appropriate experience in the specific environment of which 3 years is at junior management level in a Printing/Manufacturing environment.
<u>DUTIES</u>	:	The overseeing of the development and implementation of health and safety programmes within the Sub-Directorate. Conduct meetings, audits and inspections (on quality, environmental, occupational health and safety) to ensure compliance. Evaluate performance, identify corrective action, and implement follow-up assessments. Planning, implementing and facilitating quality, environmental, preventative care, safety, and compliance training programmes. Planning, implementing, and maintaining a comprehensive management systems programme within the Directorate, and in the Core Branches (Manufacturing & Engineering/Operations Management). Planning, implementing, and maintaining a comprehensive environmental safety and health programme within the Directorate and on the premises. The overseeing of the monitoring and reporting of quality, health, safety, and environmental matters within the Sub-Directorate. Overseeing the collaboration with employees (and management) to develop and Emergency Action Plan and serve as primary contact for possible project site injury and incident notification, investigation, and case management. Maintains a log of safety inspection activities, reports, and correspondence. Guarantees that all work is performed in accordance with approved manuals, internal policies and procedures, contract documents, and good engineering practices. Overseeing the establishment of workplace safety and health committees. Overseeing the carrying out of industrial hygiene surveys. Developing and reviewing policies and procedures for the Core Branches Manufacturing & Engineering/Operations Management). Keep up to date with new trends in the industry.
<u>ENQUIRIES</u>	:	Mr S Ngubane Tel No: (012) 748 6344
<u>APPLICATIONS</u>	:	E-mail: recruit2025015@gpw.gov.za
<u>POST 16/159</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE WELLNESS AND OHS REF NO: GPW 25/28</u>
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma at NQF 6 in Social Science/ Psychology/ Behavioural Science/ Occupational Health and Safety/ Safety Management. Registration with Social Worker Council or South African Council for Social Service Professional (SACSSP)/ Occupational Health and Safety Act (OHSA)/ Compensation for Occupational Injuries and Diseases Act (COIDA) / Mine Health and Safety Act (MHSA). Minimum of three (3) years' experience at an Assistant Director level in the employee health wellness programs such as counselling, social problems/ Public Health and Wellness/ Psychological/ Occupational Health and Safety environment. Valid Driver's licence.
<u>DUTIES</u>	:	Manage the development and implementation of employee wellness strategies. Manage the development of policy, programmes and strategies for the GPW employees. Manage the development of an employee health programme that includes preventative care, screenings, diagnosis and possible treatment of illness, injury prevention, and health education. Manage the development of long-term strategic plans for improving employee health and wellness using current research and best practices. Manage the creation of an environment where GPW's staff can strive towards achieving their health goals by providing advice on resources such as healthy eating options, exercise, and stress management techniques. Manage the conduction of assessments of the GPW's current health status to identify potential risks to employees. Manage the provision of employee wellness services. Manage the providing of advice and guidance to employees. Manage the process of helping employees who are experiencing health problems find appropriate care from physicians or other health care providers. Manage the coordination of events or activities related to employee health and wellness. Managing the procurement of reputable service providers to provide employee health and

wellness services. Manage the implementation of occupational health and safety programmes. Develop and implement health and safety policies, systems of work procedures. Manage all statutory obligations on health and safety in the workplace for GPW. Manage all Injury on Duty cases (IOD) for the GPW. Implement and monitor and evaluate safety programme(s). Manage the Transformation, Diversity and Inclusion programmes. Develop implementation plans for Gender Equality Strategic Framework (GESF) and Job Access Strategic Framework (JASF). Establish and coordinate gender and disability forums and ensure regular engagements. Plan and execute events commemorating gender and transformation initiatives. Prepare implementation reports for GESF and JASF initiatives. Promote transformation strategies via internal communication platforms. Manage the sub-ordinate. Monitor and ensure proper utilisation and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Effective management of subordinates' leaves. Allocate work. Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to business plan on coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs) and Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resources requirements identified.

**ENQUIRIES
APPLICATIONS**

: Ms N Shandu Tel No: (012) 764 3913
: E-mail: recruit2025016@gpw.gov.za

POST 16/160

: **DEPUTY DIRECTOR: ICT GOVERNANCE, RISK & COMPLIANCE**
: **STRATEGY REF NO: GPW 25/29**

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum, (an all-inclusive remuneration package)
: Pretoria
: An NQF level 6 qualification in Technology/Information Systems/ Information Technology field (i.e. Security/Computer science/Cyber security). AWS, WAN, ITIL, MCSE, SAN, NAS, LAN, PMP, TOGAF, VCP, CISSP, CISP, CISA, CRISC, CGEIT, COBIT 5, and KING 3. 3 relevant experiences in the specific ICT governance, risk and compliance strategy - field on middle management level 9/10. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understand Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act. Understand the PFMA and Treasury Regulations, Intermediate. Understanding of Good Corporate Governance principles (King Report).

DUTIES

: Manage ICT risk and compliance: Manage and ensure that adequate controls are in place to mitigate risk. Manage and ensure that adequate controls are in place to ensure effective and efficient compliance are undertaken in the ICT environment within the GPW. Develop frameworks aligned to the appropriate industry standards, creating the correct forums. Establish monitoring mechanisms to ensure compliance is effective. Monitor, identify and communicate external new and emerging IT risks/threats and test adequacy of existing controls in relation to this and recommend actions for improvement. Monitor levels of IT risks across the GPW to mitigate or address identified risks, and issues as well as audit findings raised. Manage and align the ICT strategy to the business strategy: Review processes and ensure that adequate controls are in place to mitigate risk. Lead and drive Governance, Risk and Compliance initiatives. End to end management of the reporting process and consolidation for regular internal and periodic statutory reporting to communicate an accurate and complete view of IT risk profile and in a manner that guides actionable management decisions. Design, plan and manage the Directorate and align to the business continuity plan: Ensure full alignment with the business continuity plan. Identify all legislation applicable in the IT environment and assess the GPW's compliance and develop plans to ensure proper compliance with the business continuity plan. Define, develop, review and implement IT compliance framework, and align to international best practices and standards. Conduct annual compliance assessments. Ensure compliance to internal IT policies and procedures and report on exceptions on a regular basis. Define, develop, review and implement the disaster recovery policy, and contribute to the development of the business continuity policy and plan. Develop, implement and test the GPW's Disaster

		Recovery Plan (DRP). Report on the status of disaster recovery capabilities. Provide managerial activities: Provide inputs to the monthly and quarterly reports sufficient/ aligned to the Business Plan/ APP / Strat Plan. Provide inputs to the annual spending plans aligned to the business plan for the coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs). Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resource's requirements identified.
<u>ENQUIRIES</u>	:	Mr. Z Gwiba Tel No: (012) 748 6090
<u>APPLICATIONS</u>	:	E-mail: recruit2025017@gpw.gov.za
<u>POST 16/161</u>	:	<u>DEPUTY DIRECTOR/ ICTSPECIALIST: VIRTUAL INFRASTRUCTURE REF NO: GPW 25/30</u>
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in Computer Science/ Information Technology/ Business Analysis/ Computer Systems/ Project management equivalent as recognized by SAQA. VCTA, VCAP, VMware ESX Enterprise administration, VCP-DCV certification, SAN, NAS, LAN, PMP, TOGAF, VCP. 3 years' relevant experience in the virtual infrastructure field on junior management level 9/10. Understanding of all relevant human resources legislative framework, regulations and prescripts Expert. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act, Expert. Understand the PFMA and Treasury Regulations, Intermediate. Understanding of Good Corporate Governance principles (King Report), Expert.
<u>DUTIES</u>	:	Build new physical and virtual servers, install operating systems and application software: Provide physical and virtual servers according to the needs of GPW. Provide security infrastructure solutions for cloud-based environments used by GPW. Installing operating systems and application software. Top-down configuration of hypervisors including networking, storage and user access: Ensure that speed, efficiency and flexibility of hypervisors are configured optimally for GPW. Ensure the safety and security of information for GPW. Accessible information to users. Develops and implements the configuration of Storage and Backup Platforms. Ensure effective and secure virtual storage and Backup platforms. Backup platforms, established, implemented and secured. Interacting with internal and external resources to configure and deploy new software and hardware: Conduct needs analysis. Manage the project team to ensure the most applicable and recent software and hardware are deployed. Provide managerial activities: Monitor and ensure proper utilization and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Effective management of sub-ordinates' leaves. Allocate work. Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to the business plan for the coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs). Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resource's requirements identified.
<u>ENQUIRIES</u>	:	Mr. K Thamaga Tel No: (012) 764 4075
<u>APPLICATIONS</u>	:	E-mail: recruit2025018@gpw.gov.za
<u>POST 16/162</u>	:	<u>OFFICE MANAGER (X3 POSTS)</u>
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
		Office of The General Manager: Manufacturing and Engineering Ref No: GPW 25/31
		Office of The General Manager: Operations Management Ref No: GPW 25/32
		Office of The General Manager: Corporate Services Ref No: GPW 25/33
<u>REQUIREMENTS</u>	:	Appropriate 3-year National Diploma/Degree (NQF Level 6/7) in Public Administration/ Business or Office Administration/ Office Management and Technology. 3 years' experience in business/ office administration at an Assistant Director level. Have a demonstrated experience and ability to provide

DUTIES

- office management service at a Senior Manager. Ability to communicate with all levels of management. Have extensive knowledge and understanding of public service policies and procedures.
- : Provide effective and efficient administrative support and maintain the office of the General Manager. Maintain procedures and systems, including a filing system in the Office that will ensure efficiency and updated records. Safe keep all documentation including confidential and sensitive information in the office of the GM and shred confidential and sensitive information as and when required. Execute basic research, analyze information, and compile documents for the GM. Compile presentations and speeches for the GM. Address employees' queries regarding office management aspects (e.g. stationary, equipment and travel arrangements). Prepare submissions, presentations, reports and other related documentations. Develop, implement and maintain a document registration and tracking system (e.g. register all incoming and outgoing documents). Provide an overview of priorities that require attention. Conduct quality assurance and control of all submissions and related documents in the branch for the attention of General Manager. Support the branch on policies and procedures application and assist in monitoring and implementation of executive management decisions. Consolidate, oversee and analyse the Branch's budget to ensure delivery in terms of key strategic objectives. Manage petty cash. Keep record of expenditure. Safe keeping of invoices for office administrative-related costs such as office supplies, equipment, kitchen supplies, etc. Complete forms and ensure the processing of all claims and invoices within the office of the General Manager. Monitor office supplies inventory, review and approve orders. Manage and consolidate Branch inputs/reports, follow-up on decisions, agreements/commitments and manage documents. Record, update and maintain registers of projects, submissions, queries, etc. that need to be addressed and follow up thereon ensuring timeous and correct responses. Draft responses for submission to internal and external stakeholders. Record comments and required actions as well as making following ups. Compile the agenda of meetings chaired by the GM and ensure circulation of accompanying memoranda. Record minutes/resolutions and communicate/disseminate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation. Present final minutes for confirmation and approval. Identify role players and organise interactions between the Branch, Chief Directors, and other Branches. Ensure that all stakeholders are reminded of important meetings timeously. Participate in various staff committees. Conduct meetings to review workload and expectations to ensure the accomplishment of objectives. Liaise with GPW Support directorates in terms of the new/ updated and application of government policies and procedures when required. Coordinate with IT on all IT related equipment. Coordinate divisional training, meetings, and travel arrangements if necessary. Scrutinise submissions/ reports and make recommendations to the Branch. Check if the correct utilisation of the templates and standardised format for submission, letters and memorandums. Scrutinize submissions/memoranda to determine actions/information/documents required and make notes for the GM if necessary. Scrutinize, re-route, and answer incoming correspondence (mails, e-mails, calls etc) if required, in a professionally manner and within the required timeframe. Manage and implement effective secretariat support services. Manage the GM's diary and coordinate meetings between him/her and other stakeholders. Keep the GM informed of appointments in advance, ensure that applicable documents/information are available to her/him timeously. Ensure that adequate travel and accommodation arrangements for business trips are made for the GM as and when required. Screening of visitors and the scheduling of meetings and other appointments. Ensuring the booking of venues for meetings etc. that appropriate arrangements are made for the serving of refreshments if required. Liaise with various stakeholders (intra and inter departmental). Serve as a liaison officer between the General Manager and other stakeholders. Co-ordinate the compilation of the Branch APP, strategic Plan and Quarterly Performance Reports.
- : Ms MM Modise Tel No: (012) 748 6239
- : E-mail: recruit2025019@gpw.gov.za

ENQUIRES APPLICATIONS

<u>POST 16/163</u>	:	<u>DEPUTY DIRECTOR: ICT PROJECTS ENTERPRISE PORTFOLIO MANAGEMENT OFFICE REF NO: GPW 25/34</u>
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	3 year National Diploma or qualification at NQF6 in Information/ Business Management/ Information Technology/Computer Studies/Information Systems is required. Formal Project Management Certification will be an added advantage. Knowledge and Understanding of Good Corporate Governance principles (King Report), PFMA and Treasury regulations. Minimum of 3 years' experience at a junior managerial level in business analysis or business process management and/or ICT project management environment is required. Traveling and extended working hours may be required.
<u>DUTIES</u>	:	Manage the rendering of programme and project Management support. Ensure project management of multiple projects at all stages of the project(s) lifecycle (from initiation to implementation). Ensure responsibility for implementing and leading Lean Portfolio Governance, including planning, reporting, value/benefits management, risk and dependency management capabilities. Drive scope and requirement gathering, option analysis as design end-to-end business processes and business solutions. Proactive issue and risk management identification and solutions. Ensure the proactive tracking of the project schedule to agreed targets. Lead the project to ensure scope is managed, project objectives are met, and an appropriate level of detail is applied. Drive the successful execution of internal projects. Coordinate project management, and ensure resources are effectively and efficiently managed. Coordinate crossline of business initiatives. Manage the process of capacity building within the GPW. Lead the execution of strategic transformational programmes/projects through active engagement with stakeholders across business units, and in partnership with delivery teams and supporting functions. Support strategic project demands through collaboration to map out scope, estimate work and coordination of requirements, including applying continuous improvements. Build organizational culture, behaviours awareness and maturity related to portfolio, programme and project management. Lead and manage multiple cross-functional teams through implementation, ensuring all team members understand their roles and responsibilities, and agreed outcomes are realised. Manage EPMO System Administration. Conduct research on applicable software that is tailor made to GPW's needs. Conduct resource and capacity planning. Develop strategic PMO plan and system. Ensure a centralised office to provide GPW-wide guidance, governance, standardised processes, and project portfolio management practices, tools, and techniques. Select, plan, procure and execute a variety of different work packages or containers, including, but not limited to, traditional projects. Ensure an integrated and implemented EPMO System for GPW's needs to include project demand management; project planning and management; time management; resource management; resource capacity planning; project portfolio management; project collaboration; programme management; reporting services; security and user management; integration and usability. Ensure effective promotion and practice of good corporate governance and compliance pertaining to policies, legislations and regulations. Ensure good governance within the division in line with Kings Report and other related legislation. Ensure effective management of compliance with legislation, regulations, GPW policies and procedures. Ensure compliance with all audit requirements within the division. Represent the division and GPW at strategic, management and other forums. Draft or delegate and submit reports that are required or delegated by Ministry, Board, COE or other Branches. Facilitate the implementation of business/operational norms and standards where applicable. Adhere to and promote statutory prescripts and the Code of Conduct. Provide managerial activities. Monitor and ensure proper utilisation and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline; Effective management of sub-ordinates' leaves. Allocate work. Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to business plan on coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs); and Provide inputs on the development / review of

		Business plans with clear roles and responsibilities assigned with the resources requirements identified.
<u>ENQUIRIES</u>	:	Mr M Machimana Tel No: (012) 748 6193
<u>APPLICATIONS</u>	:	E-mail: recruit202520@gpw.gov.za
<u>POST 16/164</u>	:	<u>DEPUTY DIRECTOR: BUSINESS CONTINUITY & COMPLIANCE REF NO: GPW 25/ 35</u>
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification at NQF level 6 as recognized by SAQA in Business Administration Risk Management/ Internal Audit/ finance. Minimum of 3 years' experience in Business continuity management and Compliance at an Assistant Director level. Valid Driver's license. Understanding of Good Corporate Governance principles (King III Report). Good Understanding of the PFMA, Financial Framework, Treasury Regulations, GRAP, BBBEE. Travel and extended working hours may be required.
<u>DUTIES</u>	:	Establish and implement a business continuity framework for the GPW. Establishing an effective enterprise Business Continuity Management (BCM) governance framework and methodology to manage all BCM lifecycle activities including, inter alia, the conducting of business impact analysis and BCM strategy development, considering inputs of all Senior Managers in the GPW through the whole process. The development of BCM plans, policies, and procedures. Work/collaborate with Senior Management in all Branches of GPW to coordinate business continuity activities and develop effective business continuity management tools and instructional guides. Facilitate the effective implementation BCM strategy, plans and methodologies. Conduct Business Impact Analysis, with a view to, inter alia, gather information needed to develop recovery strategies. Ensure that the GPW can respond to unexpected disruptions to normal/abnormal activities. Regular reviewing of the disaster recovery plans, taking in account new developments in the industry, ensuring continuous effectiveness thereof. The review of business continuity processes. Periodically review, validate, and do workflow testing of documented business continuity plans. Establish and maintain program processes which ensure that the enterprise program remains current and incorporates/aligns with industry standards and practices and regulations. Ensuring that GPW operations and business processes comply with laws and regulations. The development and implementation of effective compliance management practices, framework, policy, plans and procedures. Periodically, monitoring of GPW compliance universe and compliance calendar. The conducting of BCM and compliance awareness sessions. Develop and facilitate organisation-wide training/awareness sessions ensuring that all stakeholders are well informed of BCM strategies, plans and requirements. The providing of guidance and direction regarding the business continuity and compliance plans to all stakeholders as and when required. Ensure that all staff/stakeholders are informed/ aware of disaster recovery plans. Development of policies and procedures. The development and review/up-dating of methodologies policies and procedures in the functional area.
<u>ENQUIRIES</u>	:	Mr R Funzani Tel No: (012) 748 6054/0733850064
<u>APPLICATIONS</u>	:	E-mail: recruit202521@gpw.gov.za
<u>POST 16/165</u>	:	<u>DEPUTY DIRECTOR: COMPLIANCE AND MANAGEMENT ACCOUNTING REF NO: GPW 25/36</u>
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A qualification on NQF level 6 in Financial Management and Reporting/Compliance/Risk Management/ Auditing as recognized by SAQA. 3 years' proven experience within the Governance/Compliance Management environment. Extensive knowledge of M&E, Risk, Compliance management methodologies and practices. Knowledge of the Public Service Regulatory Framework.
<u>DUTIES</u>	:	Define, set and manage compliance frameworks, policies and standards specific to the functions of GPW as an organ of state and ensure communication thereof to impacted stakeholders or Business units. Responsible for oversight of Regulatory change management and guidance on compliance impact in the various business areas. Provide strategic guidance

in decision-making on compliance or regulatory matters. Provide written guidance to senior management on complex compliance issues. Assist managers within the Business Units to monitor risks related to compliance and advice requirements by providing guidance or offering expert advice. Provide Subject Matter Expert guidance on Compliance and Advice on related regulatory changes and oversee the implementation of action plans. Assist with compliance awareness initiatives. Assist in drafting detailed and accurate defined policies and procedures as per the templates Monitor compliance with all relevant legislation and GPW policies and procedures are implemented. Contribute to developing and enhancing good governance practices within GPW by identifying areas for improvement and making recommendations. Provide monthly/quarterly feedback to Business units Head and the CEO. Ensure that financial risk systems are established. Managing the analysing and reporting on income, expenditure, assets and liabilities. Managing accounting and reporting in compliance with the PFMA requirements. Monitor an efficient and effective bookkeeping system and financial control within the GPW. The development and execution of financial reporting strategies and systems. Analyse financial statements and quarterly reports. Ensure compliance with the PFMA and Treasury Regulations, requirements. Ensure proper responses to audit findings and requests for information. Oversee the monitoring of compliance with PFMA, policies and regulations: Compile/oversee reporting in terms of the Public Finance Management Act. Oversee/Review compliance reports/certificates. Manage the Sub directorate: Monitor and ensure proper utilization and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Effective management of sub-ordinates' leaves. Allocate work. Provide inputs to the monthly and quarterly reports sufficient/ aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to the business plan for the coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs). Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resource's requirements identified.

**ENQUIRIES
APPLICATIONS**

: Ms. Ellimdin Tel No: (012) 748 6379
: E-mail: recruit202522@gpw.gov.za

POST 16/166

: **DEPUTY DIRECTOR: FINANCIAL STATEMENTS REF NO: GPW 25/37**

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum, (an all-inclusive remuneration package)
: Pretoria
: National Diploma at NQF Level 6 as recognized by SAQA in a financial field. A minimum of 3 years' financial accounting experience at Junior Management (Assistant Director) level. Valid Drivers license.

DUTIES

: Tend to audit queries, liaising with internal and external auditors and implement corrective actions on auditors' findings and recommendations. Assist in the analysing of complex financial data and extracts and the defining of relevant information.. Provide and manage effective preparation and processing of financial transactions. Implement and maintain compliant financial regulations and control measures in the Sub-directorate, ensuring effective and efficient financial administration services in the GPW. Review and sign off on monthly general accounts reconciliations, ensuring clearing of exceptions are done, all journal entries are properly verified and legitimate, and all general ledger postings are accurate. Ensure the maintenance of financial periods and ensure monthly and year-end closing of the general ledger. Review and sign-off bank reconciliations. Provide advice on VAT related issues. Prepare and submit monthly VAT reconciliations.. Prepare payroll reconciliations and control accounts reconciliations. Ensure recordkeeping and reporting. Ensure that accounting records comply with GRAP, Treasury regulations and all other statutory requirements and regulations. Review, collect information, and compile financial reports submitting it to the Director as required. Assist with compilation of AFS, preparation of working papers and supporting schedules. Assist with audit related queries. Ensure accurate recordkeeping in the Sub-directorate. Review and development of policies and procedures. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Effective management of sub-ordinates' leaves. Allocate

		work. Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to business plan on coming year.
<u>ENQUIRIES</u>	:	Ms H Curlewis Tel No: (012) 748 6244
<u>APPLICATIONS</u>	:	E-mail: recruit202523@gpw.gov.za
<u>POST 16/167</u>	:	<u>DEPUTY DIRECTOR: COSTING AND PRICING REF NO: GPW 25/38</u>
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	NOF level 6 qualification in Cost and Management Accounting or B Com Finance majored with Costing as recognized by SAQA. Minimum of 3 years' functional experience in finance/ accounting environment at an Assistant Director level.
<u>DUTIES</u>	:	Develop, implement and maintain costing and pricing system. Oversee, gather and sourcing verification of pricing information/data and unit costs. Maintain accurate information/data in relevant databases. Manage the assistance of the continual learning process to ensure improved GPW's competitive win rates as well as the quality of proposals submitted. Provide cost and pricing support on a full range of proposals to include both national and international opportunities and ranging in size and complexity. Collaborate with project managers and other business units to ensure that all contract pricing activities comply with the GPW's requirements and policies. Ensure the creation and maintenance of data accumulation and reporting systems in relation to policies. Work in progress, standard cost and selling price. Provide advice to staff members on pricing strategies and ensuring compliance with all rules and regulations relating to the proposal requirements. Maintain accurate information/data in cost and selling prices databases. Offer pricing strategies making cost proposals more competitive and cost efficient. Oversee and gather sourcing and verification of pricing information/data and unit costs. Coordinate with senior management and other business units in pricing strategy and cost decisions. Manage, monitor and report on costing and pricing of materials. Develop in-house training on cost and pricing processes and strategies. Manage cost proposal modifications in competitive range discussions, under guidance of the Director and in consultation with other business units with the GPW. Maintain well documented records supporting pricing used in the development of proposals. Develop templates and other proposal forms as required. Collects cost and pricing data for bids including in-country data, market data for cost line items and provide reports. Manage/ Conduct work centre rates calculations. Ensure the receipt of GPW budget per cost centre and planning of the recovery rate based on a number of employees working in the cost centre. Ensure the utilisation of the number of hours available for production against the cost centres to arrive at the work centre rate. Allocate other indirect and variable cost to cost centres on the absorption key. Manage the total manufacturing cost including indirect cost is measured against total hour available for work. Ensure the analysis of performed work and job ticket closure. Manage/ Conduct, analyse the labour utilisation, raw materials consumption, efficiencies and adherence to processes. Close jobs as finished goods at the manufacturing completion. Ensure the delivery of other completed jobs to customers i.e. IDs, Passports of which meaning cost must be transferred to cost of sales. Ensure the analysis of the department's profitability for revenue versa via cost of sales. Ensure the quarterly analysis of standard stock cost versa via selling prices to determine if the department is making profits. Ensure the analysis of the purchase price variance report to update the inventory and standard cost. Provide managerial activities. Monitor and ensure proper utilisation and maintenance of equipment; Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Effective management of sub-ordinates' leaves. Allocate work. Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to business plan on coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs). Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resources requirements identified.
<u>ENQUIRIES</u>	:	Mr T Mamonare Tel No: (012) 748 6223

<u>APPLICATIONS</u>	:	E-mail: recruit202524@gpw.gov.za
<u>POST 16/168</u>	:	<u>ASSISTANT DIRECTOR: HIGH SECURITY DOCUMENT DISPATCH REF NO: GPW 25/39</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant 3 year Diploma in Public Administration/ Business / Operations Management Printing Technology, or equivalent at NQF level 6 qualification as recognized by SAQA. Obtaining a Security Clearance. Minimum 3 years appropriate experience in the printing environment.
<u>DUTIES</u>	:	Sort produced finished security documents. Operate automated sorting machines. Oversee the day-to-day operations of the document dispatch division, including managing a team of staff and coordinating work schedules. Conduct regular audits of document handling and distribution processes to identify areas for improvement and ensure compliance with regulatory requirements. Maintain a comprehensive understanding of security technologies and techniques, to ensure that the document dispatch operation is as secure as possible. Ensure that all staff receive appropriate training on security document handling procedures, and monitoring compliance with these procedures on an ongoing basis. Manage and oversee the dispatch of sorted security documents Liaise with couriers to dispatch documents. Track dispatched documents until successfully delivered. Proper record Keeping of documents. Provide accurate and timeous feedback to internal and external stakeholders on documents/tracking. Expedite urgent documents for delivery. Develop and implement policies and procedures to ensure the secure handling and distribution/dispatch of high security documents. Manage the inventory of sensitive documents and materials, ensuring that appropriate security measures are in place to protect against theft or loss. Ensure regular machine maintenance. Ensure adherence to agreed machine/ equipment maintenance schedule. Ensure that the machine/equipment maintenance schedule is incorporated in the planning of the division's production process to proactively prevent delays in the delivery of security documents. Ability to work under pressure and extended hours. Ensure compliance on safety, health, environment, risk, and quality (SHERQ) management in the Division. Monitor and mitigate plant related safety risks. Ensure administrative support services for the Division. Ensure the rendering of HR related functions e.g., the administering of leave and attendance register Render effective and efficient logistical support services. Control and monitor the effective and timely distribution of documents. Monitor and ensure proper utilisation and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Provide inputs to the monthly and quarterly reports aligned to Business Plan/APP/Strat Plan. Perform a stakeholder analysis for the component and identify their needs and incorporating in the business planning process. Develop/review internal work processes (SOPs). Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resources requirements identified.
<u>ENQUIRES APPLICATIONS</u>	:	F Nagel Tel No: (012) 748 6109
	:	E-mail: recruit202525@gpw.gov.za
<u>POST 16/169</u>	:	<u>CHIEF ARTISAN SECURITY WEB-FED PRINTING REF NO: GPW 25/40</u> Re-advertisement. Applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R455 223 per annum, (OSD Model)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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-colour 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.
<u>DUTIES</u>	:	Operate and oversee an automated multi-colour 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 OHSA safety regulations. Monitor and mitigate plant related safety risks.
<u>ENQUIRIES</u>	:	Mr T Khumalo Tel No: (012) 748 6329
<u>APPLICATIONS</u>	:	E-mail: recruit202526@gpw.gov.za
<u>POST 16/170</u>	:	<u>CHIEF ARTISAN SECURITY SHEET-FED PRINTING REF NO: GPW 25/41</u> Re-advertisement. Applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R455 223 per annum, (OSD Model)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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-colour 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.
<u>DUTIES</u>	:	Operate and oversee an automated multi-colour Lithography printing press. Assist in managing and or supervision of the Security Special product printing team. Ensure Efficient and effective utilization of production equipment, make sure that daily production targets are met and provide daily production reports to management. Provide technical assistance on operational challenges and maintenance of the printing press. Oversee and monitor the training programmes of apprentices, Printers Assistant and Artisans. Ensure that the equipment 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 OHSA safety regulations. Monitor and mitigate plant related safety risks.
<u>ENQUIRIES</u>	:	Mr T Khumalo Tel No: (012) 748 6329
<u>APPLICATIONS</u>	:	E-mail: recruit202527@gpw.gov.za
<u>POST 16/171</u>	:	<u>CHIEF ARTISAN EXAMINATION PACKAGING AND FINISHING REF NO: GPW 25/42 (X2 POSTS)</u> Re-advertisement. Applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R455 223 per annum, (OSD Model)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Operate packaging and finishing equipment and assist in managing and or supervision of the packaging team. Ensure Efficient and effective utilization of production equipment, make sure that daily production targets are met and

		provide daily production reports to management. Provide technical assistance on operational challenges, maintenance, Oversee and monitor the training programmes of apprentices, Printers Assistant and Artisans. Ensure that the equipment 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 OHSA safety regulations. Monitor and mitigate plant related safety risks.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J. Seabela/ Mr E Mtshali Tel No: (012) 748 6320/6361 E-mail: recruit202528@gpw.gov.za
<u>POST 16/172</u>	:	<u>CHIEF ARTISAN: EQUIPMENT MAINTENANCE REF NO: GPW 25/43</u> Re-advertisement. Applicants who previously applied are encouraged to re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R455 223 per annum, (OSD Model) Pretoria 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T Tsebe Tel No: (012) 748 6288 Email recruit202529@gpw.gov.za
<u>POST 16/173</u>	:	<u>REGIONAL MANAGER: WAREHOUSE LIMPOPO REF NO: GPW25/ 44</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Pretoria National Diploma at NQF Level 6 as recognized by SAQA in Warehouse Management/Logistics/Supply Chain/ Operations Management/ Purchasing Management. A minimum of 3 years in a Warehousing and distribution management environment of which at least 2 years in a supervisory role. Strong Knowledge of inventory management systems, warehouse safety regulations and quality control systems. Excellent organisational and problem solving skills. Ability to work under pressure and adapt to changing priorities. Attention to detail and excellent communication. Valid drivers licence.
<u>DUTIES</u>	:	Manage stores. Ensuring the rendering of effective and efficient administrative and auxiliary support services. Supervising the rendering of compliant administrative functions within deadlines. Ensure that the administration function is optimised and implement improvement procedures when required. Receive queries from customers, investigate, resolve, and provide feedback

within deadline. Liaise with clients to ensure effective and satisfactory service delivery. Ensure the rendering of effective auxiliary services including transport administration and cleaning services. Ensure that leave application are managed effectively as per Policy. Develop Document control methods to ensure that documents are stored. Ensuring the rendering of effective and efficient administrative and auxiliary support services. Ensuring that leave are managed effectively as per GPW Policy. Ensuring that petty cash and fuel card is effectively managed. Ensuring that Debtors Section is supported. Manage inventory. Maintain accurate records for all inventory transactions including receipts, issues and returns. Develop and implement inventory control procedure to ensure accurate stock levels. Monitor inventory levels, track usage patterns, conduct regular audit. Co-ordinate with supply chain management and contract printing to ensure that stock is received on time. Ensuring that replenishment of stock is executed timeously. Ensuring that transaction are updated regularly on GPW ERP System. Identify Slow and obsolete stock. Manage warehousing operations. Ensure and monitor the correct dispatching of items. Manage inbound and outbound flow of material within the warehouse. Implement and enforce best practices for picking and packing process in the warehouse. Ensure the adherence to Health and Safety requirements in the Division. Ensure compliance with all OHSA safety requirements. Oversee health and safety of employees. Monitor the maintenance of good housekeeping. Provide inputs on policy development and recordkeeping. Assist with developing and implementing of effective and efficient warehousing strategies, policies, procedures, and practices and ensure adherence thereto. Ensure compliance with all company policies and procedures. Ensure up to date records in the Division to ensure the providing of accurate information for reporting purposes as required on time.

**ENQUIRIES
APPLICATIONS**

: Mr V Manganye Tel No: (012) 748 6131
: E-mail: recruit202530@gpw.gov.za

POST 16/174

: **ASSISTANT DIRECTOR: OHS REF NO: GPW 25/45**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum
: Pretoria
: National Diploma at NQF 6 in Safety Management/ Occupational Health and Safety. Registered as OHS practitioner with the relevant professional Council/Body. Minimum 3 years' relevant functional experience in the occupational health or safety management environment.

DUTIES

: Develop, implement and maintain health and safety strategies, frameworks, procedures and policies aligned to the National legislations and Organisational goals. Draft and review OHS policies and Standard Operation Procedures (SOPs). Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated. Approved evacuation and Environmental management plans are in place. Administer statutory obligations on health and safety in the workplace for GWP. Coordinate the appointment of Health and Safety Representatives and Committees. Coordinate health and safety committees and facilitate stakeholder engagement. Maintain a compliance calendar for key legislative and regulatory stakeholders. Ensure display of required legal OHS signage and documents in the workplaces. Liaise with regulatory bodies during inspections and audits. Statutory OHS body's training and reporting. Administer Injury on Duty (IOD) for GPW. Develop SOP for IOD incident reporting. Conduct IOD incident investigation and root cause analysis. Provide assistance and facilitation of IOD. Provide support to affected employees, including referral to Employee Wellness. Implement corrective actions to prevent incidents of IOD in the workplace. Implement and monitor the safety programme. Implement and monitor the safety programme to reduce the number of incidents. Conduct awareness sections. Provide reporting, Risk Management and Audits inspection. Conduct inspections. Report and manage proactively risk on GWP Site(s). Report on safety and risk audit inspections. Provide in-house training on OHS. Ensure adequate safety induction and risk related training. Conduct orientation workshop. Conduct annual training on fire safety, first aid, evacuation procedures and ergonomics. Maintain training records and attendance registers. Provide managerial activities. Monitor and ensure proper utilisation and maintenance of equipment. Provide reporting, Risk Management and Audit inspection. Prepare monthly, quarterly and annual OHS reports for senior management. Maintain and update OHS risk register.

Coordinate internal and external OHS Audits and track correction action implementation. Conduct regular workplace inspections with documented findings. Present OHS performance in management and labour forums (DBC and OHS Committees). Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Effective management of subordinates' leaves. Allocate of work. Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to business plan on coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs); and Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resources requirements identified.

ENQUIRIES : Ms N Shandu Tel No: (012) 764 3913
APPLICATIONS : E-mail: recruit202531@gpw.gov.za

POST 16/175 : **ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: GPW 25/46**

SALARY : R468 459 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma at NQF 6 in Labour Relations/ Labour Law/ Human Resources. Minimum 3 years' relevant functional experience in the labour relations environment.

DUTIES : Provide labour relation services. Develop policy, programmes and strategies for the GPW employees. Initiate, provide, implement and promote employee relations programmes and interventions. Provide advice to management/employees on labour relation matters. Monitor and evaluate labour trends within the GPW. Ensure training and advocacy on labour relation matters. Maintain sound and healthy employment relations within GPW. Build relationship with organised Labour. Provide clear and timely information about organisational decisions and policies. Administrate and provide administrative support in respect of collective bargaining within the GPW. Administrate and provide administrative support in respect of collective bargaining. Oversee follow-up actions on decisions and executing of decisions taken. Render the secretariat function for the Departmental Bargaining Chamber (DBC) and other related labour relations structures. Manage the provision of advisory services to Management and employees on dispute prevention, resolution and bargaining matters. Ensure the taking of minutes during multilateral meetings and ensure inputs are addressed accordingly. Represent the GPW and the Departmental Bargaining Chamber (DBC). Provide collective bargaining support and general support on compliance for reporting to stakeholders. Ensure proper mandates are obtained from principles prior to the collective bargaining process. Coordinate support to the DBC. Provide managerial activities. Provide inputs to the monthly and quarterly reports sufficient/ aligned to the Business Plan/ APP / Strat Plan. Provide inputs to the annual spending plans aligned to business plan on coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs). Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resources requirements identified.

ENQUIRIES : Ms L Maswanganyi Tel No: (012) 748 6266
APPLICATIONS : E-mail: recruit202532@gpw.gov.za

POST 16/176 : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: GPW 25/ 47**

SALARY : R468 459 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Industrial and Organizational Psychology/ Management Services/ Production Management/ Operations Management at NQF 6. Valid driver's license. Three (3) years' experience in an Organisational Development and Change Management environment is required.

DUTIES : Facilitate and review change management interventions: Conduct research on the development of GPW's change management strategy/ plan. Conduct impact analysis, assess change readiness, and identify key stakeholders. Analyse relevant documents such as strategic plan, annual performance plan and culture surveys. Develop or re-align the change management strategy.

Present draft change management strategy to the change management committee to obtain inputs. Consult with the Executive Committee to get inputs on the draft change management strategy. Facilitate and provide support on all change related initiatives and programmes. Draft recommendations emanating from Change Management interventions discussion to the sub-directorate for analysis. Identify, analyse and prepare risk mitigation tactics. Identify and manage anticipated and persistent resistance. Initiate research and facilitate transformation of leadership capacity towards world-class benchmarks. Develop management framework, strategy, and interventions for Government Printing Works. Coordinate the implementation of Change Management Strategies: Formulate Government Printing Works Change Management Committee. Coordinate the change management committee meetings on a quarterly/ monthly basis. Facilitate the appointment of change agents to represent various directorates and manage the attendance database of change agents. Facilitate change and transition efforts throughout the organization to ensure identified goals are achieved. Facilitate adoption, ultimate utilization of changes and proficiency with the changes that impact employees who must use the change in their daily work. Facilitate and coach employees and managers/supervisors as they help their teams through the transitional phases. Support project managers and project teams to integrate change management activities with their project plans. Recommend team-building exercises for employees in the Department. Work closely with stakeholders to identify specific work situations requiring employees to better understand changes in policies, procedures, and technologies. Monitor Change Management Strategies: Monitor the execution of the Change Management Implementation Plan. Monitor plans and efforts to anticipate and minimize resistant behaviours from employees and stakeholders who are impacted by the changes. Alert Change Management Committee of deviations and propose corrective actions for organizational efficiency and effectiveness. Facilitate and drive the implementation of frequently asked questions to assess change readiness in the Department. Assess risks associated with various change initiatives and projects and recommend actions to manage risks. Identify, analyse and prepare risk mitigation tactics. Conduct organizational culture and climate surveys: Conduct and coordinate the implementation of the organizational culture / climate survey. Receive, capture and process information obtained from the organizational culture /climate survey. Facilitate the diagnoses of organizational, individual culture and climate change within the department. Conduct an impact assessment of planned organizational changes. Facilitate and coordinate the change management work streams with a structured methodology / process. Facilitate and provide support for the development of communications relevant to change initiatives. Identify and manage the anticipated and persistent resistance: Manage and mitigate resistance to change. Engage with stakeholders to obtain buy-in for the planned change initiative. Promote the need for and benefits of change management as part of the initiative. Coordinate the development of the resistance plan. Provide organizational design services: Develop/ facilitate the development of job descriptions in line with the department's strategic objectives. Conduct job evaluation for applicable posts in the GPW. Conduct work-study investigations. Provide managerial activities: Provide inputs to the monthly and quarterly reports sufficient/ aligned to the Business Plan/ APP / Strat Plan. Provide inputs to the annual spending plans aligned to the business plan for the coming year. Perform a stakeholder analysis for the component and identify their needs to incorporate in business planning process. Develop/review internal work processes (SOPs). Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resource's requirements identified.

**ENQUIRIES
APPLICATIONS**

: Mr. C Mhlari Tel No: (012) 748 6304
: E-mail: recruit202533@gpw.gov.za

POST 16/177

: **ASSISTANT DIRECTOR: VETTING REF NO: GPW 25/48**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum
: Pretoria
: National Diploma at NQF 6 in Security Management/Criminal Justice/ Risk Management/ Social Science/Psychology. Vetting Certificate (provided by SSA). Three- (3) years' experience in the Vetting Field work environment of which at least 2 years should be in a supervisory role. Valid Driver's License.

DUTIES

Travelling and Extended working hours may be required. Competencies and Skills: Problem solving and analysis, Analytic and investigation skill, dealing with pressure. Planning, organizing and time management are essential. Must have knowledge of vetting related legislation.

: Assist with the implementation of security vetting and screening of the employees and service providers in the organization. Provide vetting services to employees and re-vetting at all material times. Conduct pre-employment screening of potential candidates and submit reports to Human Resources. Liaise with SCM on security screening of the service providers appointed or due to be appointed by the organization. Facilitate the implementation of security vetting database (SVIS) as prescribed by the State Security Agency (SSA), and keep it updated at all times. Compile and submit reports and vetting files to management. Assist with the management of vetting files and submissions to State Security Agency (SSA). Facilitate and conduct vetting fieldwork investigations in the organization. Facilitate vetting request, confirm affidavits and completeness on documentation, assess risk profile of each request. Facilitate and schedule interviews with relevant references, as per individual vetting needs. Conduct proper analysis and quality check on relevant information provided by business units. Conduct interviews with relevant employees according to State Security Agency (SSA) instructions per clearance type. Facilitate coding and classify information received from employees and clients. Collect all applicable vetting information related to security consciousness of employees (existing and new). Compile tactical plans aligned to business requirements. Liaise with internal and external stakeholders on matters related to the investigation. Liaise regularly with SSA and other critical stakeholders for advice, assistance and to obtain information. Establish and promote relationships with external stakeholders, including credit information providers, to access information. Benchmark with various institutions for best practice. Coordinate, revisit, review and streamline all processes to ensure accuracy and efficiency. Facilitate and implement improvement of projects in the unit. Ensure best practices to contribute towards improved matters with stakeholders. Participate in the development of policies, guidelines, norms and standards. Undertaking research on the latest vetting-related trends and policies. Obtain cooperation for vetting investigation within Constitution and policies framework. Strict compliance with National Personnel Security Vetting Policy Guidelines and Minimum Information Security Standards and National Vetting Frameworks. Participate in the development and implementation of Standard Operating Procedures. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure proper control and management of assets and resources. Develop the activity plan for the unit and ensure effective prioritization and resource planning. Agree on the training and development needs of the unit. Implement effective talent management processes within the unit (attraction, retention, development). Administer the implementation of compliant performance management. Ensure that employees are equipped with the required skills and resources to perform optimally. Administer compliance of the Sub-unit against asset management, supply chain and policy requirements. Administer programmes and projects in accordance with the PFMA Identify and monitor financial risks in relation to the projects in the unit. Provide inputs to the annual spending plans aligned to business plan on coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs). Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resource's requirements identified.

ENQUIRIES APPLICATIONS

: Mr. Simon Lekalakala Tel No: (012) 748 6096
E-mail: recruit202534@gpw.gov.za

POST 16/178

: **ASSISTANT DIRECTOR: SECURITY ADMINISTRATION AND
COORDINATION REF NO: GPW 25/49**

SALARY CENTRE REQUIREMENTS

: R468 459 per annum
: Pretoria
: National Diploma at NQF 6 in Security Management/ Risk Management/ Criminal Justice/ LLB/ Policing. Grade "A" PSIRA registered. Computer Literacy. Three (3)-years' experience in the security environment (security strategy/ administration /coordination/compliance/governance/monitoring), of which at least 2 years should be in a supervisory role. Have a valid driver's

DUTIES

license. Travelling and Extended working hours may be required. Competencies and Skills: problem solving and analysis, dealing with pressure. Planning, organizing and time management experiences. Must have knowledge of security related legislations.

: Provide security administration, coordination and liaison of the unit. Prepare and submit all correspondences (submissions, Z204 forms) of the Unit to internal and external parties. Prepare and submit report(s) in terms of the Unit report to the Director. Manage security records and filing system of sensitive and non-sensitive documents of the Unit. Ensure proper filing of the records and files within the Unit, by creating a seamless filing system with indexes. Ensure proper implementation of the security policies, plans and procedures, in terms of reviews, and audits. Ensure compliance on service level agreements and provide coordination and Liaison with Stakeholders. Arrange contractual meetings with service providers in line with Service Level Agreement and ensure compliance, to achieve contract management obligations. Arrange and coordinate all Joint Planning Committee (JPC) and the Security Management Unit meetings. Liaison with security stakeholder, on behalf of the Unit, and provide the Director with updates timeously. Arrange and coordinate visitors/ delegate visiting GPW and ensure security requirements are met. Liaison with internal stakeholder, on matter pertaining to security, vetting, and fraud and corruption. Provide coordination of training, education and security awareness of the Unit. Develop new or identify existing security training, education, and awareness activities appropriate for organisation employees. Prepare and deliver security training, education, and security awareness plan with activities appropriate for the culture of the GPW and its employees. Create a metrics framework that can effectively measure engagement, behaviours, and impact. Provide coordination of security compliance and risk registers of the Unit. Coordinate all updates pertain to security compliance register, and provisioning of quarterly updates to the Risk Management register. Administer PSIRA compliance in terms of registration, payments, and removal of resignations, dismissal and so on. Provide support on the implementation of Internal Audit Metrics, including all Audit findings. Coordinate compliance and administration of the NKP Act and its prescripts pertaining to registration, Monthly Reports, and Security evaluation. Coordinate budget control and expenditure and report any variances to the Director. Evaluate and monitor performance appraisal (PMDS) of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Effective management of Security Management Unit leaves and overtime. Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to business plan on coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs). Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resource's requirements identified.

ENQUIRIES APPLICATIONS

: Mr. M Legoabe Tel No: (012) 748 6176
E-mail: recruit202535@gpw.gov.za

POST 16/179

: **ASSISTANT DIRECTOR: PROPERTY MANAGEMENT REF NO: GPW 25/50**

SALARY CENTRE REQUIREMENTS

: R468 459 per annum
: Pretoria
: National Diploma (NQF Level 6) in Property Management, Real Estate, Facilities Management, Advance Diploma in Administration Management or an equivalent qualification as recognized by SAQA. A minimum of 3 years' relevant experience in property administration or facilities management, of which at least 2 years must be at a supervisory level. A valid driver's licence. Proven knowledge of building maintenance, contract management, and space planning will be an added advantage.

DUTIES

: Manage and oversee the delivery of property maintenance and facilities management services across all Government Printing Works (GPW) premises, including owned and leased properties, branch offices, and operational sites. Coordinate the maintenance of buildings and grounds, ensure compliance with health and safety standards, and manage utilities and communication infrastructure. Administer the effective use of office space and physical resources, and support space planning for new acquisitions and internal relocations. Prepare and evaluate Requests for Quotations (RFQs), submit

documentation for approval, and ensure procurement processes align with cost-efficiency and value-for-money principles. Supervise and monitor contractors and internal teams, ensuring maintenance work and projects are completed to agreed standards and timelines. Conduct inspections, verify job cards and delivery notes, and process interim and final payments upon satisfactory completion of work. Compile and submit monthly building condition reports, coordinate insurance claims where applicable, and develop preventative maintenance schedules. Perform pre- and post-occupation building assessments in collaboration with professional assessors to determine required alterations and ensure compliance with lease agreements. Provide gardening and landscaping oversight, including the development of service strategies and performance metrics in line with Service Level Agreements (SLAs). Ensure effective contractor management and the maintenance of grounds keeping equipment. Support administrative and managerial duties such as the allocation of work, staff supervision, training, development of job descriptions, and implementation of workplace discipline. Monitor equipment utilization, manage leave schedules, and oversee performance appraisals of subordinates. Contribute to strategic and operational planning through the development and review of internal work processes (SOPs), the Facilities Management Policy, and the Facilities Management Plan. Provide inputs to monthly and quarterly performance reports, annual spending plans, and ensure alignment with the APP, Strategic Plan, and budget cycle. Perform stakeholder analysis and incorporate stakeholder needs into planning and service delivery improvements.

**ENQUIRIES
APPLICATIONS**

: Mr M Sediane Tel No: (012) 748 4085
: E-mail: recruit202536@gpw.gov.za

POST 16/180

: **ASSISTANT DIRECTOR: SALARY MANAGEMENT (PAYROLL) REF NO:
GPW 25/51**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum (Level 09)
: Pretoria
: Appropriate 3-year National Diploma or equivalent qualification (NQF Level 6) in Finance plus extensive experience of at least 3 years in a financial accounting environment of which at least 2 years should be in a supervisory role. Knowledge of the Public Service Financial Guidelines. Knowledge State policy frameworks. Knowledge of legislatures and policies (PFMA, Financial Framework, Treasury Regulations, GRAP, King III and BBBEE). Understanding of the Public Finance Management Act and Promotion of Access to Information Act 2 of 2000.

DUTIES

: Prepare, process and approve remuneration and compensation transactions: Ensure payroll accounting is effectively and efficiently undertaken in compliance with all relevant legislation, regulations and GPW policies and procedures. Ensure accurate reconciliation of the payroll. Ensure that effective payroll control measures are in place and enforced. Ensure that all the deductions are implemented on time. Ensure suspense accounts are successfully created and cleared as and when required. Ensure the distribution of pay slips. Reconcile Pay as you earn (PAYE) and submit the monthly tax submissions: Ensure PAYE reconciliation is accurately performed. Ensure Monthly tax submissions are done on time and accurately as well as manual tax payments affected as and when required. Ensure IRP5 is updated according to manual tax payments. Ensure bi-annual and annual reconciliations are submitted. Ensure correct and complete interface between payroll and accounting system. Ensure the accurate reconciliation of PAYE and submitting of monthly tax submissions. Compile monthly reports: Ensure monthly reporting is done accurately and timeously according to GPW and Treasury requirements. Provide support on the development of policies and procedures: Assist with the development and reviewing of policies and procedures in the Division. Ensure compliance with all policies and procedures in the Division. Provide managerial activities: Monitor and ensure proper utilization and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Effective management of sub-ordinates' leaves. Allocate of work. Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to the business plan for the coming year; Perform a stakeholder analysis for the

		component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs); and Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resource's requirements identified.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms H Curlewis Tel No: (012) 748 6244 E-mail: recruit202537@gpw.gov.za
<u>POST 16/181</u>	:	<u>PRINTING QUALITY INSPECTOR REF NO: GPW 25/52</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Pretoria Appropriate National Diploma/Degree (NQF Level 6/7) in Quality Management/Operations Management/Engineering/Printing, or similar field equivalent qualification as recognized b SAQA. 3-5 years appropriate experience in the Printing/Manufacturing environment.
<u>DUTIES</u>	:	Conduct meetings, audits and inspections (on quality, environmental, occupational health and safety) to ensure compliance. Evaluate performance, identify corrective action, and implement follow-up assessments. Implementing and conducting quality, environmental, preventative care, safety, and compliance training programmes. Implementing and maintaining a comprehensive management systems, environmental safety and health programme within the Directorate, and in the Core Branches (Manufacturing & Engineering/Operations Management). Providing oversight for Management systems and standards pertaining to quality management, environmental Management and occupational health and safety. The collaboration with employees (and management) to develop an emergency Action Plan and serve as primary contact for possible project site injury and incident notification, investigation, and case management. Establish and maintains a log of safety inspection activities, reports, and correspondence. Ensuring that all work is performed in accordance with approved manuals, internal policies and procedures, contract documents, and good engineering practices. Establishing of workplace safety and health committees. Carrying out industrial hygiene surveys. Developing and reviewing policies and procedures for the Core Branches Manufacturing & Engineering/Operations Management). Keep up to date with new trends in the industry.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Ngubane Tel No: (012) 748 6344 E-mail recruit202538@gpw.gov.za
<u>POST 16/182</u>	:	<u>KEY ACCOUNT OFFICER: NATIONAL KEY ACCOUNTMANAGEMENT REF NO: GPW/25/53</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum Pretoria A relevant NQF Level 6 qualification in Printing, Marketing, or a related field as recognized by SAQA is required, along with at least one (1) year relevant experience. Proficiency in MS Office, particularly Excel and PowerPoint, is essential. Willingness to work extended hours and travel when necessary is also required.
<u>DUTIES</u>	:	Provide effective and efficient administrative support for National Key Accounts. Support the Management to establish and maintain excellent relationships with Key Account customers to ensure the verification and confirmation of their requirements. Assist with the consulting with the Key Account customers and personnel in other Business Units in the GPW to ensure customer satisfaction and to resolve relevant issues. Regularly monitor, as required by the Deputy Director, Key Account Customer satisfaction and the delivery of the correct products/goods on time ensuring excellent service to Key Customers. Assist with the conducting of analysis of the performance of GPW regarding services and products delivered to Key Customers and research new methods/best practices and developments in the industry to ensure the satisfaction of Key Customers. Establish and develop new National Key accounts for GPW. Assist in developing of a good understanding of potential new Key Account Customer's main purpose and functions in relation to the products/goods that GPW can provide. Assist with the process to consult with internal stakeholders regarding the products to be marketed to the possible new Key Account Customer, and formulation a work/project plan. Provide proper inputs in developing a marketing strategy with which to approach the new customer. Establish, when required, a good relationship with

the Key Customer, ensuring that they are brought into the proposition and have a clear understanding of the financial implications, products, timeframes, and contact details of GPW staff in case of enquiries. Provide administrative support in establishing and maintaining the new Account according to GPW policies and procedures. Provide effective administrative support in developing and growth of National Key account Values. Keep up to date with new developments/technologies in the industry impacting on the products/goods provided to Key Customers. Assist in the marketing of new products to Key Customers with a view to increase the value of the accounts. Value-added accounts for National Key Accounts maintained. Provide general administrative support for the Subdirector, including updating and maintaining records, compiling and submitting leave reports, and coordinating meeting logistics such as reserving venues, arranging necessary equipment, preparing agendas, and recording minutes

ENQUIRIES
APPLICATIONS

: Mr. N Dlamini Tel No: (012) 748 6191
: E-mail: recruit202539@gpw.govza

POST 16/183

: **INTERNAL AUDITOR (REGULATORY AUDIT) REF NO: GPW 25/54 (X2 POSTS)**
Branch Office of the CEO

SALARY
CENTRE
REQUIREMENTS

: R397 116 per annum (Level 08)
: Pretoria
: A 3-year auditing or accounting qualification at NQF level 6. Completed. IAT/PIA certification from the IIA would be an advantage. Minimum of 3-years' post article/internship experience in internal audit. Valid Driver's licence. 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 processes, management accounting, revenue management, risk management, auditing, and/or forensic auditing. Knowledge of public service financial legislative frameworks. Knowledge of Corporate Governance (King Report). Membership with IIA would be an added advantage.

DUTIES

: Participate in the development of internal audit plans and programmes: Provide support with the development and implementation of the engagement plan that is in line with the annual audit plan, specify the client environment, defines the scope and objectives of the audit, and specifies the resource requirements, draft work program, and timing of the audit. Providing effective assurance of governance, risk management and control processes in accordance with IIA Standards and legislative framework. Development of a comprehensive engagement audit program consistent with the scope and objectives of the audit, required methodology, and all relative policies, procedures, and prescripts. Conduct financial and compliance audits: Carry out fieldwork for the financial and compliance audits according to procedures outlined in the audit program and do comprehensive evaluation and test of controls. Analyse the gathered information and prepare a draft audit report detailing all significant findings identified during the execution of the audit. Identifying of key risk areas emanating from the audit findings and provide inputs on mitigating measures. Communicate results and final reporting issues: Communicate issues and findings to stakeholders in a professional manner and in line with the standards and policies and procedures of the organization. (Due diligence and care to be taken when reporting results of the audit). compilation of the final audit report, including the responses of the stakeholders and appropriate recommendations.. Follow-up on implementation of action plans: Render support with the assessment of the stakeholder action plans. Provide support with effective monitoring of and reporting on the implementation of the stakeholder action plans. Implement and uphold Internal Audit policy and procedures: Travel with the audit team to conduct audits at regional offices. Good communication and presentation skills and effective stakeholder engagement.

ENQUIRIES
APPLICATIONS

: Ms. C Shibambo Tel No: (012) 748 6082
: E-mail: recruit202540@w.gov.za

<u>POST 16/184</u>	:	<u>INTERNAL AUDITOR (PERFORMANCE AUDIT) REF NO: GPW 25/55</u>
	:	Branch: Office of the CEO
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A 3-year auditing or accounting qualification at NQF level 6. Completed IAT/PIA certification from the IIA would be an advantage. Minimum of 3-years' post article/internship experience in internal audit. Valid Driver's licence. 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 processes, management accounting, revenue management, risk management, auditing, and/or forensic auditing. Knowledge of public service financial legislative frameworks. Knowledge of Corporate Governance (King Report). Membership with IIA would be an added advantage.
<u>DUTIES</u>	:	Evaluate the economy, efficiency and effectiveness of the organisations' operations so as to assure management that its strategic objectives are being carried out. Provide support with the development and implementation of the engagement plan that is in line with the annual audit plan, specify the client environment, defines the scope and objectives of the audit, and specifies the resource requirements, draft work program, and timing of the audit. Providing effective assurance of governance, risk management and control processes in accordance with IIA Standards and legislative framework. Development of a comprehensive engagement audit program consistent with the scope and objectives of the audit, required methodology, and all relative policies, procedures, and prescripts. Conduct financial and compliance audits: Carry out fieldwork for the financial and compliance audits according to procedures outlined in the audit program and do comprehensive evaluation and test of controls. analyse the gathered information and prepare a draft audit report detailing all significant findings identified during the execution of the audit. Identifying of key risk areas emanating from the audit findings and provide inputs on mitigating measures. Communicate results and final reporting issues: Communicate issues and findings to stakeholders in a professional manner and in line with the standards and policies and procedures of the organization. (Due diligence and care to be taken when reporting results of the audit). compilation of the final audit report, including the responses of the stakeholders and appropriate recommendations. Follow-up on implementation of action plans: Render support with the assessment of the stakeholder action plans. Provide support with effective monitoring of and reporting on the implementation of the stakeholder action plans. Implement and uphold Internal Audit policy and procedures: Travel with the audit team to conduct audits at regional offices. Good communication and presentation skills and effective stakeholder engagement.
<u>ENQUIRIES</u>	:	Ms. C Shibambo Tel No: (012) 748 6082
<u>APPLICATIONS</u>	:	E-mail recruit202541@gpw.gov.za
<u>POST 16/185</u>	:	<u>WAREHOUSE CONTROLLER (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Regional Warehouse: Limpopo Ref No: GPW 25/56 Regional Warehouse: Eastern Cape Ref No: GPW 25/57
<u>REQUIREMENTS</u>	:	Relevant NQF 6 Qualification in Logistics/ Supply Chain/ Operations management or equivalent qualification. 2 years relevant experience in secure Warehouse and Distribution management of which 1 year should be in a supervisory capacity. Computer Literacy (MS Office, with focus on Excel and PowerPoint)
<u>DUTIES</u>	:	Administer stock control processes, including inventory administration and back-order analysis. Monitor and analyse back orders to support timely and accurate order fulfilment. Compile and submit warehouse performance reports and ensure the implementation of internal and external audit recommendations. Provide comprehensive inventory administration services to support accurate stock tracking and availability. Deliver effective logistics administration services, including coordination of distribution plans and fleet management. Monitor and execute the regional distribution plan to ensure timely delivery and operational efficiency. Track and analyse performance metrics to support continuous improvement and achievement of warehouse

		and distribution objectives. Contribute to achieving sales and revenue targets as set by the organisation, ensuring monthly and quarterly goals are met. Support revenue growth by aligning warehouse and logistics functions with broader organisational projections. Deliver administrative and customer care services at the regional office, ensuring efficient service delivery. Ensure timely recognition of debtors and actively pursue collection efforts to maximize recovery and reduce bad debts. Manage and control petty cash in accordance with financial policies and procedures. Ensure full compliance with GPW's debtor management policy and financial controls. Supervise and develop staff.
<u>ENQUIRIES</u>	:	Mr V Manganye Tel No: (012) 748 6131
<u>APPLICATIONS</u>	:	E-mail recruit202542@gpw.gov.za
<u>POST 16/186</u>	:	<u>WAREHOUSE CONTROLLER: SECURITY STORES: TRAVEL DOCUMENTS REF NO: GPW 25/58</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma at NQF Level 6 as recognized by SAQA in Supply Chain Management / Warehouse Management / Purchasing/ Logistics Management. Two (2) years' experience in secure warehousing and distribution management of which 1 year should be in a supervisory capacity.
<u>DUTIES</u>	:	Receive and safely store passports, ID's and related materials and parts. Receive, Inspect, and record incoming shipments. Ensure receiving of the correct items and quantity as per documentation and invoice date. Ensure that the warehouse is organized and optimized for efficient storage and retrieval of materials. Establish appropriate storage locations, implement labelling systems, and maintain a tidy and safe working environment. Ensuring that warehouse equipment, such as forklifts, pallet jacks, or conveyor systems, are well-maintained and in proper working condition. This includes scheduling routine maintenance, coordinating repairs, and training warehouse staff on safe equipment operation. Continuously evaluate warehouse processes and identify opportunities for improvement: This may involve implementing new inventory management systems, streamlining workflows, optimizing space utilization, or introducing automation technologies to enhance efficiency and accuracy. Ensure the efficiently issuing of passport, ID and related stock. Ensure that material/stock issuing meets production units' demands and expectations. Ensure that stock issued is documented and signed for as per GPW requirements. Ensure the safe moving of the stock according to the required security measures. Collaborate with other units, such as production, procurement, and quality assurance, to coordinate the flow of materials and provide accurate information on stock availability, lead times, and any issues affecting warehouse operations. Ensure the safekeeping of stock. Ensure the proper and secure handling of material and stock in the warehouse, including loading and unloading shipments, moving materials between storage areas, and the proper packaging and protection to prevent damage. Responsible for maintaining accurate and up-to-date inventory records of all travel and ID document production materials stored in the warehouse. Ensure that regular and accurate stock checks are conducted. The evaluation of stock count accuracy and completeness as well as the reconciliation of discrepancies. Ensuring the security and compliance of the warehouse by implementing security measures, such as restricted access controls, surveillance systems, and inventory tracking mechanisms, to prevent unauthorized access and minimize the risk of theft or loss. Identify security risks and recommend and implement plans to mitigate the risks. Provide efficient administration support services for the Sub-division. Rendering of all administrative related functions. Render logistical support, the ordering and issuing of stationary, etc. Proper recordkeeping and maintaining of the filing system. Provide accurate reports as required on time. Manage human resources services in the section. Form part of the recruiting and selecting process of staff in the Section. Allocate and check work of staff. Functional/Technical advice to staff in the Section. Formal disciplinary measures applied according to prescripts and procedures if necessary. Conduct performance reviews per GPW policy. Promote and foster team building in the Section. Safety, health, environment, risk, and quality (SHERQ) management in the Section. Comply with all OHSA safety requirements. Monitor and mitigate plant related safety risks. Ensure that SHERQ processes are adhered to it all times. The ensuring of up-to-date policies and procedures for the Sub-Directorate. Assist with the developing and

		review of policies and procedures for the Sub-Directorate. Keep up to date with new trends in the industry.
<u>ENQUIRIES</u>	:	Ms L Bhanda Tel No: (012) 748 6224
<u>APPLICATIONS</u>	:	E-mail: recruit202543@gpw.gov.za
<u>POST 16/187</u>	:	<u>CHIEF PERSONNEL OFFICER: LEAVE ADMINISTRATION REF NO: GPW 25/59</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year Diploma/ Qualification at NQF 6 in Human Resources Management/ Human Resource Development. A Minimum of two (2) years' experience in service conditions and leave administration environment. Understanding of all relevant human resources legislative framework, regulations and prescripts Intermediate. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Intermediate. Understand the PFMA and Treasury Regulations, Basic understanding of Good Corporate Governance principles (King Report), Intermediate.
<u>DUTIES</u>	:	Manage leave administration: Ensure all leave forms are correctly captured on the PERSAL system within three (3) days of receiving the forms (Annual leave, sick leave, special leave, maternity/paternity leave). Monitor that capturing in according to policy requirements on leave applications and address escalated anomalies to the relevant line managers. Develop and update the Lave Administration Policy and SOP's. Generate and compile leave reports: Draw reports from the system and identify leave anomalies, unused leave and leave trends and patterns. Communicate leave anomalies with the line manager. Submit the PILAR report quarterly and annually to DPSA. Provide monthly stats on leave to management. Provide general leave support services: Oversee the general supervision of leave administration employees. Ensure all leave forms are filled correctly on leave files. Ensure leave audits are conducted annually. Send internal communication to GPW employees on leave administration. Manage PILAR Applications: Ensure all register for SOMA applications are recorded and updated. Ensure all action required from SOMA are captured on PERSAL. Ensure the correctness of PILLAR process (incapacity leave) is captured correctly on PERSAL. Ensure that approval from SOMA on Ill-Health recommendations are implemented.
<u>ENQUIRIES</u>	:	Mr W Masemola Tel No: (012) 748 6268
<u>APPLICATIONS</u>	:	E-mail: recruit202544@gpw.gov.za
<u>POST 16/188</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: OFFICE SERVICES & CLEANING REF NO: GPW 25/60</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma at NQF Level 6 as recognized by SAQA in Administrative Management/ Facilities Management/ Public Management/ Public/Office Administration/ Office Management. A minimum of 2 years' relevant clerical or administrative experience in office support services, cleaning coordination, and procurement of consumables. Good understanding of office administration and facility support functions. Basic knowledge of procurement procedures and stock control. Strong organizational and communication skills. Computer literacy (MS Word, Excel, Outlook)
<u>DUTIES</u>	:	Administer and coordinate office support and cleaning services to ensure a professional, clean, and efficient working environment. Develop and implement policies, procedures, and guidelines for effective office services management, including procurement, inventory control, and distribution of office supplies and consumables. Supervise cleaning staff across GPW premises, ensuring compliance with cleaning schedules, quality standards, and health and safety regulations. Monitor the cleanliness of all office areas, including common spaces and restrooms, and liaise with stakeholders to resolve operational issues. Provide leadership and oversight to support staff, ensuring optimal resource allocation and performance management. Support the Directorate with budget planning and expenditure monitoring for office and cleaning services, while identifying areas for improvement and implementing strategies to enhance efficiency and service delivery. Maintain accurate records and prepare regular reports on operational performance, resource utilization, and budget status, with recommendations submitted to management as required.

<u>ENQUIRIES</u>	:	Mr M Sediane Tel No: (012) 748 4085
<u>APPLICATIONS</u>	:	E-mail: recruit202545@gpw.gov.za
<u>POST 16/189</u>	:	<u>ARTISAN FOREMAN: CTP REF NO: GPW 25/61</u> Re-advertisement. Applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R362 130 per annum, (OSD Model)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test Certificate in 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
<u>DUTIES</u>	:	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 OHSA safety requirements. Provide administration support and provide inputs on the development of policies and procedures.
<u>ENQUIRIES</u>	:	Ms H Masilo Tel No: (012) 748 6345
<u>APPLICATIONS</u>	:	E-mail: recruit202546@gpw.gov.za
<u>POST 16/190</u>	:	<u>ARTISAN FOREMAN: EXAMINATION PACKAGING REF NO: GPW 25/62</u> Re-advertisement. Applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R362 130 per annum, (OSD Model)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test Certificate in Mechanized Bookbinding Trade. At least 5 years' post apprenticeship experience. In depth knowledge of Bookbinding equipment and quality assurance and control measures. Ability to train, transfer skills and commitment to work shifts.
<u>DUTIES</u>	:	Operate Packaging and Bookbinding finishing equipment including CMC Packaging machines, Saddle-Stich, Shrink Wrap, etc. Meet daily production targets as per the schedule and standard. Ensure that security materials are processed safely in line with the Standard Operation Procedures. Ensure good quality assurance and control on all security production materials. Plan, allocate and organize Shop floor resources in compliance with production schedule and daily targets. Assist in Supervising, training, coaching and development of apprentices Artisans, and Printers' Assistants. Allocate tasks to Artisans and Printers' Assistants. Adhere to OHSA regulations and Government Printing Work policies.
<u>ENQUIRIES</u>	:	Ms. J Seabela Tel No: (012) 748 6320
<u>APPLICATIONS</u>	:	Email: recruit202547@gpw.gov.za
<u>POST 16/191</u>	:	<u>ARTISAN FOREMAN: DIGITAL PRINTNING LINE REF NO: GPW 25/63</u> Re-advertisement. Applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R362 130 per annum, (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	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.
<u>DUTIES</u>	:	Operate multicolour 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. E Mtshali Tel No: (012) 748 6361
	:	Email: recruit202548@gpw.gov.za
<u>POST 16/192</u>	:	<u>ARTISAN (SPECIALISED): DIGITAL PRINTING LINE REF NO: GPW 25/64</u> Re-advertisement. Applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R341 124 per annum, (OSD)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Operate Digital Printing equipment with online and offline finishing functions. Prepare and make ready of printing press and finishing lines. Assist with the prepress processes for all digital printing files. Provide in-depth technical printing advice and solutions for a 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. E. Mtshali Tel No: (012) 748 6361
	:	Email: recruit202549@gpw.gov.za
<u>POST 16/193</u>	:	<u>ARTISAN (SPECIALISED): LITHOGRAPHY SHEET-FED PRINTING REF NO: GPW 25/65</u> Re-advertisement. Applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R341 124 per annum, (OSD)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. E. Mtshali Tel No: (012) 748 6361
	:	Email: recruit202550@gpw.gov.za

<u>POST 16/194</u>	:	<u>ARTISAN (SPECIALISED): ID SMARTCARD PERSONALISATION REF NO: GPW 25/66</u>
		Re-advertisement. Applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R341 124 per annum, (OSD)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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 OHSA 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.
<u>ENQUIRIES</u>	:	Mr. F. Nagel Tel No: (012) 7486109
<u>APPLICATIONS</u>	:	Email: recruit202551@gpw.gov.za
<u>POST 16/195</u>	:	<u>SUPPLY CHAIN MANAGEMENT OFFICER: SOURCING MANAGEMENT REF NO: GPW 25/67</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma or Qualification at NQF 6 in Supply Chain/ Sourcing Management/ Purchasing/ Logistics. 1-year appropriate experience in a Supply Chain/ Sourcing Management environment. Knowledge of the PFMA, Financial Management, National Treasury Regulations, prescripts, GRAP, and business practices. Knowledge of public service/ supply chain/ financial legislative frameworks.
<u>DUTIES</u>	:	Develop and implement Sourcing Strategies: Collaborate with the management team to assist/support the development of effective sourcing strategies that align with the organization's goals and objectives. Assist with the analysing of market trends, identifying of potential suppliers, evaluating their capabilities, and determining the most cost-effective and reliable sources for materials and services related to printing. Take part in the sourcing of suppliers that can provide GPW with strategic raw material. Assist with engaging with suppliers, negotiating contracts, and establishing mutually beneficial relationships. Render support with the development and implementation of effective source strategies. Monitor and evaluate the procurement process. Assist with the effective and efficient monitoring and evaluation of the procurement process through the reviewing of purchase requisitions, assessing supplier performance, tracking of order progress to render support and ensure compliance with all relevant legislation, regulations, prescripts policies and procedures. Assist with the resolution of any issues or discrepancies that arise during the procurement process. Render assistance with the evaluation/assessment of service provider/supplier capability prior to requesting quotations, ensuring the sourcing of the best services for the GPW. Render support with establishing and maintenance of a database in respect of vendors, material, and related matters: Provide support with the establishing and maintaining of a comprehensive database that contains relevant information about vendors and materials used in the printing industry. Gather

data on suppliers' capabilities, certifications, pricing, lead times, and quality standards to help streamline the selection of vendors, support decision-making processes, and facilitate efficient inventory management. Provide inputs on the development of policies and keep records: Keep up to date with procurement strategies, policies, procedures, and practices. Keep records up to date in the Division to ensure the provision of accurate information for reporting purposes as required on time.

ENQUIRIES : Ms P Maddie Tel No: (012) 764 3957
APPLICATIONS : E-mail: recruit202552@gpw.gov.za

POST 16/196 : **CONTRACT PRINTING ADMINISTRATOR: CONTRACT MANAGEMENT AND PRINTING OUTSOURCING REF NO: GPW 25/ 68**

SALARY : R325 101 per annum
CENTRE : Pretoria
REQUIREMENTS : Relevant NQF 6 Qualification in Supply Chain/Contract Management/ Purchasing/ Finance/ Logistics. Minimum of 1 year experience in a Supply Chain/ Contract Management, Knowledge of the PFMA, Financial Management, National Treasury Regulations.

DUTIES : Render effective and efficient administering of printing outsourcing: Assist with the proper administration of the process of printing outsourcing in accordance with all relevant prescripts, policies, and procedures. Assist with accurate checking that contract printers' quotes and invoices are according to contract tariffs. The daily monitoring of printing contracts (working progress, etc.). Assist with the checking of GPW specifications to be in line with the printing contract. Liaise with outside contractors and government departments (national and provincial) to ensure smooth running and correct printing outsourcing when required. Assist with the preparation of quotations, ensuring compliance with National Treasury Regulations as well as with all GPW prescripts. Assist in checking that quotations are prepared in line with the required specifications. Ensure and monitor quality control and inspections: Assist with the implementation of an effective and efficient quality assurance system. Conduct quality control and perform inspections. Assist with the identifying of risks and issues, keeping a record of suppliers/ service providers that are not able to deliver quality printing work. Liaise with all stakeholders ensuring quality and correct printing work delivered on time. The accurate keeping and maintaining of records of service providers, customers, and all printing outsourcing for reporting purposes. Assist with the reviewing and implementing of relevant policies and procedures.

ENQUIRIES : Ms N Ebrahim Tel No: (012) 748 6258
APPLICATIONS : E-mail: recruit202553@gpw.gov.za

POST 16/197 : **STATE ACCOUNTANT: BUDGETING, INTERNAL REPORTING AND PROJECTS REF NO: GPW 25/69**

SALARY : R325 101 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF 6)/B. Degree (NQF 7) or equivalent appropriate qualification in Financial Management/Accounting/Commerce and Auditing. Minimum of 1 year experience in a Financial environment. Understanding of PFMA and Treasury Regulations.

DUTIES : Undertake the initial planning of budget information as well as the preparation of budget working documents. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on Dynamic AX, based on the appropriate letter and Treasury instructions. Compile standard Medium Term Expenditure projections as and when required. Administer timeous resolution of audit queries. Assist with the effective administration of financial administration functions, amongst others, Budget Planning and Administration, Revenue Management and Financial System Administration. Compile standard reports on the state of expenditure, and revenue. Provide and produce quality reports regarding turnaround times, documents processed and error rates. Administer timeous resolution of audit queries. Monitor expenditure and advice on discrepancies. Analyse expenditure patterns and generate reports. Provide advice via the manager on programs to spend according to plans or adjust. Reviewing all budget policies. Track expenditure trends and reconciliation thereof against the budget and cash flow projections. Compile standard reports on the state of expenditure,

		and revenue. Provide administrative support regarding projects managed by the manager for the Directorate. Follow-up on project deliverables as per specifications. Track budget expenditure against the allocated project budget. Perform and manage project related administrative functions, i.e., contribute to compilation of reports as required. Comply with GPW procedures and policies as required in the Section.
<u>ENQUIRIES</u>	:	Ms H Ellimdin Tel No: (012) 748 6379
<u>APPLICATIONS</u>	:	E-mail: recruit202554@gpw.gov.za
<u>POST 16/198</u>	:	<u>ASSET CONTROLLER: ASSET MANAGEMENT AND INVENTORY REF NO: GPW 25/70</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three-year Diploma (NQF level 6) in SCM / Asset Management/ Financial Accounting at a recognised institution. 1 years' experience in SCM/ asset management.
<u>DUTIES</u>	:	Maintain a complete asset register. Maintain and complete electronic asset management registries for movable and immovable assets. Record any transfers, movement, or disposal of assets on the registers. Provide support with the facilitation and administering of the safeguarding of assets. Optimal utilise asset management systems. Reconcile the registers and produce reports. Physical verification of fixed and movable assets. Conduct accurate physical verification of fixed and movable assets according to the GPW Asset Management Plan and schedule. Ensure that the physical verifying of fixed and movable assets is conducted in line with GPW methodologies, and procedures. Reconciliation of assets. Conduct assets disposal in accordance to all relevant prescripts, policies, and procedures. Partake in the identification of assets for disposal. Follow relevant Treasury regulations, GPW policies, prescripts, and procedures during the disposal of assets process. Record any losses, damage, or mismanagement of assets accurately and take/recommend mitigating steps. Partake in the conducting of investigations and reporting on theft, loss, damage, or mismanagement of assets. Render the administering of contracts. Assist with the asset acquisition process. Keep records of all contracts in the Division up to date and assist with the effective administering of the contracts. Liaise with all related stakeholders as and when required. Supervise and develop staff. Allocate and check work of staff. Functional/Technical advice to staff in the Section. Formal disciplinary measures applied according to prescripts and procedures if necessary. Conduct performance reviews per GPW policy. Promote and foster team building in the Section. Implement policies, procedures, and reporting. Assist with the developing and review of policies and procedures for the Sub-Directorate. Keep up to date with new trends in the industry. Ensure updated and maintained registers, perform reconciliation and produce reports as required.
<u>ENQUIRIES</u>	:	Mr. B Legodi Tel No: (012) 748 6326
<u>APPLICATIONS</u>	:	E-mail: recruit202555@gpw.gov.za
<u>POST 16/199</u>	:	<u>DEBT COLLECTOR REF NO: GPW 25/71</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma or NQF Level 6 qualifications in Finance. Minimum of 1 year experience in a financial accounting environment. Knowledge of the Public Service financial guidelines. Knowledge State policy frameworks. Knowledge of the Public Service financial guidelines. Knowledge State policy frameworks. Knowledge of legislations and policies (PFMA, Financial Framework, Treasury Regulations, GRAP, King III and BBBEE). Understanding of the Public Finance Management Act and Promotion of Access to Information Act 2 of 2000. Strong communication and negotiation skills. Proficiency in financial systems and MS Office (especially Excel). Ability to manage time and meet deadlines in a pressured environment.
<u>DUTIES</u>	:	Provide and maintain effective debtors control services: Undertake the opening and maintenance of the Debtors' Master Records. Adhering to Debtors policies regarding granting of credit limits. Create and manage customer files in accordance with internal record-keeping standards. Allocation of Debtor's receipts. Compliance with statutory and other requirements. Adhering to PFMA, Treasury regulations and other financial related legislations.

		Compliance with GRAP and VAT legislation. Compliance with internal control procedures, procedures and policies, and financial delegations. Reporting non-compliance. Collections and Reconciliation of individual debtors' accounts and resolve discrepancies. Following up on long outstanding debtors' accounts, collect outstanding monies from debtors in a timely and professional manner. Oversee the collection of debtors' money timeously. Liaise with management /legal representatives regarding debtors to be handed over. Attend to internal and external audit queries related to debtors. Maintain records and documentation required for audit and compliance reporting. Attention to detail and accuracy in financial record keeping.
<u>ENQUIRIES</u>	:	Ms. B Nogemane Tel No: (012) 748 6236
<u>APPLICATIONS</u>	:	E-mail: recruit202556@gpw.gov.za
<u>POST 16/200</u>	:	<u>ARTISAN PRODUCTION: EXAMINATION PACKAGING REF NO: GPW 25/72 (X5 POSTS)</u>
		Re-advertisement. Applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R230 898 per annum, (OSD Model)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test Certificate in Mechanized Bookbinding 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.
<u>DUTIES</u>	:	Operate Packaging and Bookbinding finishing equipment including CMC Packaging machines, Guillotine, Shrink Wrap, Foiling, etc. Meet daily production targets as per the schedule and standard. Ensure that security materials are processed safely in line with the Standard Operation Procedures. Ensure good quality assurance and control on all security production materials. Adhere to OHSA regulations and Government Printing Work policies.
<u>ENQUIRIES</u>	:	Ms J Seabela Tel No: (012) 748 6087
<u>APPLICATIONS</u>	:	Email: recruit202557@gpw.gov.za
<u>POST 16/201</u>	:	<u>SECURITY SUPERVISOR (PROTECTION) REF NO: GPW 25/73 (X4 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate (Grade 12) or NQF Level 4 Qualification. Grade B PSIRA accredited certificate, NKP Training Certificate, In line with National Key Point Act. Firearm proficiency/Competency Certificate, in line with Firearm Control Act. Valid Driver's License. 3 years' experience in a security environment. Certificate in Security Management/ Supervision will be an added advantage. Willingness to work shifts (roster system). Computer Literacy. Teamwork. Independent thinker. Knowledge of security legislation. Report writing Skills. Extended working hours may be required.
<u>DUTIES</u>	:	Support management of physical security operations. Supervise and control physical security operations, include but not limited to the following: Supervise security officers, facilitate security officers' administration such as developing rosters, posting security personnel. Enforce access control, Enforce searching, assist in key management system, assist during evacuation of building during emergency, Assist to conduct after hours security visits, facilitate security officers Performance Agreements and Mid-term Assessments, Supervise security controllers deployed at control rooms, assist in deployment of security officers during escort duties, Coordinate any security challenges emanating from security shift including external security shift on escort duties. Ensure that there is positive identification, Enforce implementation of GPW Security Policy and security procedures, Enforce National Key Point Act within GPW premises, Enforce strict Posting of the Security Officers. Ensure that access control is conducted, which includes searching. Ensure that "No positive identity, No access rule" is applied at the NKP site and other premises. Ensure security escorts of the visitors and contractors are performed. Ensure contracted security officers are on site and there is no shortage to the complement. Ensure proper safekeeping and usage of the organisational keys. Ensure that all security equipment, such as

surveillance cameras are functioning properly. Maintaining accurate records and documentation related to security operations. Drafting of roaster for all internal security officers. Assist Firearm Control Officer for control of firearms and ammunition in accordance with the Firearm Control Act. Report all the security system faults or defects for maintenance, repairs, and installation to the Security System Manager and/or Line Manager. Perform and conduct preliminary security incident investigations. Provide mentorship and guidance to security personnel to improve their skills and knowledge. Serve as the primary point of contact for any security-related concern or inquiries. Ensure adherence, coordination and implementation of physical security policies, practices and standards. Ensure proper handing over security equipment and information. Facilitate issuance of access cards to officials. Ensure compliance with NKP requirements. Perform routine security operational inspections and assessments during shifts. Identify any risks and/or non-compliances, and report to the Line Manager. Conduct physical security inspection with a prescribed Inspection and/or patrol Checklist. Ensure proper management of security officers (in-house) and resources. Align the operational security requirements and supervise in-house security officer's performance, in line with Security Operating Model at NKP site and non-NKP site.

**ENQUIRIES
APPLICATIONS**

: Mr. A Ramathuthu Tel No: (012) 748 6371
: E-mail: recruit202558@gpw.gov.za

POST 16/202

: **ACCOUNTING CLERK: DEBTORS ADMINISTRATION REF NO: GPW 25/74**

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 per annum
Pretoria
: Grade 12 or an NQF 4 with Accounting. Knowledge of the Public Service Regulatory Framework, PFMA, Knowledge of Financial Accounting Standards and practices. Knowledge of National Treasury Regulations. Understanding of Good Corporate Governance principles (King Report). Extended working hours and travel may be required. Knowledge of Microsoft Dynamics AX. Job related skills: Good communication skills (verbal and written); Computer literacy; Strong numerical skills; Interpersonal relations; flexibility and ability to work within a team; Planning, organizing and time management skills.

DUTIES

: Review customer information and confirm all invoicing information provided. Generate gazette invoices through linking quotations, orders and adverts into the invoicing system. Review Despatch, Origination and Contract Printing documentation and generate adhoc invoices. Disburse invoices to customers and report on list of invoices processed. Receive bank statements and remittance advices and identify payments for allocation. Allocate payments to the correct client account and against the correct invoice. Provide reports for payments received and allocated. Identify unallocated amounts, identify client and source a remittance advice from the client. Liaise with the Bank and National Treasury to source information on unidentified payments received. Allocate the amount to the correct client account and against the correct invoice. Reconcile the suspense account and resolve any anomalies. Prepare statement packs with all information from dispatch, origination and gazettes and check the statement generated from the system against the documentation. Disburse the statement to the client Prepare audit files by collating and filing all documentation related to accounts receivable. Support auditors by extracting information and providing files. Answer audit queries through referencing accounts receivable files and information. Ensure proper dunning process is done on a monthly basis to all accounts.

ENQUIRIES

: Ms B Nogemane Tel No: (012) 748 6236
E-mail: recruit202559@gpw.gov.za

POST 16/203

: **ADMINISTRATION CLERK: ASSET MANAGEMENT**

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 per annum (Level 05)
Pretoria
: Grade 12 or NQF level 4 qualification as recognized by SAQA. Experience in SCM/Asset Management/Financial Management activities will be added advantage.

DUTIES

: Receive and capture receipts vouchers on AX system. Check the asset against the order when being delivered. Assign new barcode for the new asset. Capture them on AX system. File the acceptance form when user collect the asset. Keep record (asset register) of assets. Receive, record movement forms

on register and submit to Director for approval. Update approved movement form on AX and send inventory list to official for signature. Record received losses on the loss register. Verify the description and location of assets periodically (stock taking). Scanning of all assets in Head Office and Regional Offices. Checking and correcting of discrepancies after scanning. Printing and handing out of inventory list to be signed by officials. Monitor and report on the utilisation and condition of assets. Checking of assets conditions after verification and ensure that they are grouped according to their conditions. Ensure that assets with poor conditions are recorded on the disposal register. Provide efficient administration support services for the Sub-division. Render assistance with logistical support, the ordering and issuing of stationary, etc. Assist with the providing of accurate reports as required on time. Proper keeping of personnel records. Assist with telephone enquiries for the Sub-directorate. Accurate reporting on time as required. Maintaining of the leave register for the section.

ENQUIRIES : Mr E Chibasa Tel No: (012) 748 6396
APPLICATIONS : E-mail: recruit202560@gpw.gov.za

POST 16/204 : **RECORD CLERK: LEAVE ADMINISTRATION REF NO: GPW 25/76**

SALARY : R228 321 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12. Experience in service conditions/ leave administration/ HR registry will be added advantage.

DUTIES : Handle incoming and outgoing leave correspondence Record Leave forms in leave register as received by line managers. Sort and register leave forms alphabetically. Distribute leave forms as per procedures to the HR leave admin officers. File and manage leave records. Open and close leave files File captured leave forms as per date sequence on personnel leave files. Open and maintain leave register for leave files Number leave files. Number all leave applications and documents on individual personal leave files. Archive and disposal of leave documents. Close leave files and open new volumes and per National Archive Act. Handle telephonic and other enquiries received. Manage other general registry functions. Distribute leave documents to line managers. Update and maintain SP files database. Safeguard HR records files and documents.

ENQUIRIES : Mr W Masemola Tel No: (012) 748 6268
APPLICATIONS : E-mail: recruit202561@gpw.gov.za

POST 16/205 : **HUMAN RESOURCE CLERK: RECRUITMENT REF NO: GPW 25/77**

SALARY : R228 321 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 Certificate or equivalent Certificate. Experience in Human Resources Management will be an added advantage. Knowledge of Recruitment and Selection processes. Knowledge of Public Service Regulatory Framework. Competencies: Communication (verbal and written) skills. Computer literacy skills. Planning and organising skills.

DUTIES : Provide administrative support service to HR Recruitment function such as receiving, capturing and managing applications for advertised posts. Scheduling of shortlist and interview meetings and handling telephonic enquiries. Prepare logistical arrangements and liaise with role players regarding recruitment matters. Prepare letters and memos. Ensure proper record keeping.

ENQUIRIES : Ms L Pale Tel No: (012) 764 3976
APPLICATIONS : E-mail: recruit202562@gpw.gov.za

POST 16/206 : **STORES ASSISTANT**

SALARY : R193 359 per annum
CENTRE : Regional Warehouse Pretoria Ref No: GPW 25/78
 Regional Warehouse North West Ref No: GPW 25/79
REQUIREMENTS : Grade 10 or equivalent NQF qualification. Valid Driver's License. A valid forklift driver license. Working experience in warehouse distribution/dispatching activities will be an added advantage. Extended working hours and shift working hours may be required. Lifting and carrying of heavy loads.

DUTIES

: Receive and inspect stock. Offload and receive stock into the designated area by receiving the paperwork, checking the stock delivered against the paperwork and signing off on receipt. Use the appropriate equipment to support offloading of stock including but not limited to a forklift and pallet jack etc. Identify any variances and report to relevant supervisor to address with the supplier immediately for the order to be either accepted or rejected. Once stock has been authorised for confirmed received, sort stock into relevant storage areas and move into the warehouse and store in designated areas according to the storage specifications and requirements. Move old stock to the front when packing new stock to ensure that old stock is utilised before new stock (FIFO). Once all stock is packed into the warehouse, submit final paperwork to the Warehouse Clerk/ Supervisor and address any issues as required. Provide support with the withdrawal and packaging of stock. Receive documented stock request (e.g., picking slip, transfer order or stock requisition) from client/customer and review stock requirements. Extract stock from storage areas and pack into consolidate space for proper packaging. Check all stock against stock request and prepare for delivery. Pack the correct items and quantities safely and in suitable packaging material. Assist with the checking that the required documents are in place. Any stock transfer to be authorised by the relevant authority. Move stock to the Dispatch Section. Provide administration support with stock control. Check that the stock within the warehouse is packed in line with warehouse requirements and specifications. Keep stock in the various areas neat and tidy and in an organised manner for effective monitoring and counting. Participate in the stock count process on a weekly, monthly, quarterly, and annual basis. Conduct spot stock checks as and when required to identify shrinkage or damage. Monitor stock levels and notify Warehouse Clerk/ Supervisor of low stock levels for replenishment. Clearly mark and label all stock items and storage areas for easy and simple identification. Identify, report and ensure compliance with housekeeping and safety, health, environment, risk, and quality (SHERQ). Maintain the work environment in line with the security, health and safety regulations and requirements. Utilise all required PPE in conducting daily activities in line with SOP's and safety standards. Keep warehouse floor between shelves clear of excess materials for easy access for forklifts and other moving equipment. Keep all equipment and machinery in a neat and clean state in line with specific requirements and policies. Identify and report any housekeeping or SHERQ violations or issues arising that need resolution. Comply with forklift rules and regulations in respect of utilisation, driving speed, maintenance schedules and daily utilisation checks. Render general support to the regional office staff. Familiarise oneself with other processes within the warehouse to provide support across the operations as and when required. Provide administrative support as and when required.

**ENQUIRIES
APPLICATIONS**

: Mr. V Manganye Tel No: (012) 748 6131
: E-mail: recruit202563@gpw.gov.za

POST 16/207

: **DRIVER: (HEAVY MOTOR VEHICLE) FINISHED GOOD AND DISPATCH
REF NO: GPW 25/80 (X2 POSTS)**

**SALARY
CENTRE
REQUIREMENTS**

: R163 680 per annum
: Pretoria
: NQF level 3 (Grade 10 certificate or equivalent qualification is required). Valid Driver's License Code 14 / EC Valid Professional Driving Permit (PDP). 1 to 2 years' driving experience. Experience in the customer orders distribution environment (Bulk and Fine goods) will be an added advantage. Knowledge of travel and subsistence procedure.

DUTIES

: Drive delivery vans. Fetch and deliver stock from service providers and to customers. Assist with the loading and off-loading of orders. Drive departmental officials, clients and visitors as may be requested. Maintain accurate and up to date schedule trip sheets i.e. Logs official trips, daily mileage, fuel consumption. Ensuring that all Warehouse deliveries are returned to the Administrative Clerk on a daily basis. Report incident and accidents timeously, compile vehicle condition report and other records required by management. Coordinate and liaise with Transport Officer to ensure that minor/ major vehicle maintenance is carried out as well as renewals of licences and discs. Offer customer service and represent GPW on the delivery field. Ensure security protocol of consignment handled is followed. Execute all delivery plans and schedules. Accurately count and configure the boxes according to the

unloading sheets. Prevent and record damages or shortages. Ensure that correct products and quantities are checked as per delivery notes prior loading. Validate that the product is packaged correctly as per job specification i.e box or shrink wrap pack. Check and verify finished product from production (Handover). Coordinate and liaise with the Administration clerks to ensure that major/minor vehicle maintenance is carried out. Ensure that the vehicles are kept clean and in an orderly condition on a daily bases. Report any damage/defect the vehicle may incur. Report any faulty equipment which is stored in the vehicle. Cooperate fully with administrative officials and follow instructions and requests. Honest and maintain good communication with the office based staff. Maintain clean the floors and maintain orderliness in the working environment. Ensure goods are packed in carriers/boxes. Perform other activities as required to achieve the goals of the GPW. Adherence to health and safety standards Undertake any appropriate training as required by the GPW

ENQUIRIES
APPLICATIONS

: Mr V Manganye Tel No: (012) 748 6131
: E-mail: recruit202564@gpw.gov.za

POST 16/208

: **CLEANER REF NO: GPW 25/81**

SALARY
CENTRE
REQUIREMENTS

: R138 486 per annum
: Regional Warehouse: Eastern Cape
: A Grade 10, ABET Level 4, or NQF Level 3 qualification is required. No prior experience necessary.

DUTIES

: Performing cleaning services of routing nature by utilizing a variety of aids. Clean all floors daily by sweeping, mopping and where necessary polishing and/or buffing. Empty office dustbins daily and dispose of all refuse appropriately in the refuse bin for collection. Check bathrooms twice a day and clean accordingly. Dust office furniture at least weekly, avoiding disorganizing documents on desk etc. Report all defects in the offices. Cleaning windows on the inside at least quarterly on a rotational basis. Clean the warehouse twice a month. Refill the hand wash soap. Clean the basins. Report all defects in the restrooms. Ensure that warning signs are placed during cleaning times. Making sure that the floors are cleaned systematically to allow employees to pass freely. Safeguarding of all cleaning materials. Ensure that the office has sufficient cleaning materials at all times. Keep the stock of all kitchen utensils. Preparation of tea and soft drinks. Washing all kitchen utensils. Assist with monthly and annual stock count.

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APPLICATIONS

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