

GOVERNMENT PRINTING WORKS

The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, Private Bag X85, Pretoria, 0001 or be hand delivered to: 149 Bosman Street, Pretoria.
- FOR ATTENTION** : Ms. L Pale / Ms. V Maja, Human Resources Tel No: (012) 764 3976 / (012) 764 3912
- CLOSING DATE** : 31 July 2023 (16:00)
- NOTE** : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za/vacancies), the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- POST 24/49** : **DIVISIONAL MANAGER: EQUIPMENT AND SERVICE MAINTENANCE REF NO: GPW 23/54**
- SALARY CENTRE REQUIREMENTS** : R958 824 per annum, (an all-inclusive remuneration package)
Pretoria
- : A relevant Bachelor's Degree/National Diploma in Mechanical/Electrical Engineering or related field, equivalent to a NQF 6/7 qualification as recognized by SAQA. 5 years appropriate experience in the specific functional area on junior management level. Understanding of all relevant safety requirements for staff in a manufacturing environment.
- DUTIES** : Managing and ensuring effective maintenance of production and related equipment. Development of the maintenance management plan and day-to-day provision of preventative maintenance services in accordance with the plan. Oversee and monitor the unforeseen mechanical and electrical repair of equipment. Oversee and monitor the proper maintenance of electrical and HVAC services equipment. Facilitate safety, health, environment, risk, and quality (SHERQ) management in the Division. Maintain good housekeeping and an effective workplace. Reporting on the implementation/execution of the preventative maintenance plan. Delivery of maintenance reports. Submit monthly and yearly expense reports for machine maintenance costs. Developing, reviewing, and ensuring up-to-date policies and procedures in the Division.
- ENQUIRIES** : Mr K Moodley Tel No: (012) 748 6303
- POST 24/50** : **CHIEF PERSONNEL OFFICER: LEAVE ADMINISTRATION REF NO: GPW 23/ 55**
- SALARY CENTRE** : R359 517 per annum
Pretoria

<u>REQUIREMENTS</u>	:	National Diploma in Human Resources Management at NQF level 6. 3 years' experience in Leave Administration environment. Understanding of all relevant human resources legislative framework, regulations and prescripts.
<u>DUTIES</u>	:	Manage leave administration. Ensure all leave forms are captured on the PERSAL system within three (3) days of receiving the forms. Check and approve the administration of leave absenteeism from work of all employees (annual leave, sick leave, special leave and maternity/ paternity leave). Ensure leave audits are conducted annually. Ensure all leave forms are filled correctly on leave files. Monitor that capturing is according to policy requirements on leave applications, and address escalated anomalies to the relevant line managers. Administer the leave reports. Send internal communication to GPW employees on leave administration. Draw reports from the system and identify leave anomalies, unused leave and leave trends and patterns. Communicate leave anomalies with the line manager. Check and approve the administration of leave without pay. Provide monthly stats on leave to management. Oversee the general supervision of leave administration employees. Ensure staff are assessed in line with PMDS policy. Conduct in-house training to ensure that staff operate/ compete to its optimal level. Regular monitoring of progress/ performance on projects. Manage the application of PILAR. Check and approve the administration of PILLAR processes (Incapacity Leave). Ensure all register for SOMA applications are recorded and updated. Ensure all action required from SOMA are captured on PERSAL. Ensure that approval from SOMA on Ill-Health recommendations are implemented. Submit the PILAR report quarterly and annually to DPSA. Provide inputs/ advise on policies and procedures related to Human Resource matters. Develop and update the leave administration policy and SOP's. Attend to group and individual leave enquiries.
<u>ENQUIRIES</u>	:	Ms A Dreyer Tel No: (012) 764 3932
<u>POST 24/51</u>	:	<u>SECURITY SUPERVISOR (PROTECTION) REF NO: GPW 23/56 (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Pretoria 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. 5-7 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 legislations. 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 followings: 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. Conduct weekly key control Audit. 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. Ensure adherence, coordination and implementation of physical security policies, practices and standards. Ensure proper handing over of security equipments 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.
<u>ENQUIRIES</u>	:	Mr. A Ramathuthu Tel No: (012) 748 6371

POST 24/52 : **HR OFFICER: LEAVE ADMINISTRATION REF NO: GPW 23/57**

SALARY : R202 233 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 Senior Certificate or NQF Level 4 certificate. National Diploma in Human Resources Management will be an added advantage. No experience required. Experience in Leave Administration environment will be an added advantage. Understanding of all relevant human resources legislative framework, regulations and prescripts.

DUTIES : Administer the leave processes. Review leave applications forms and link them to the specific department and capture on the PERSAL system within three (3) days of receiving the forms. Check that all leave forms are filled correctly on leave files. Check the administration of leave absenteeism from work of all employees (annual leave, sick leave, special leave and maternity/ paternity leave). Monitor the application of policy requirements on leave applications, identify anomalies and communicate requirements to the relevant line managers. Amend leave in line with policy requirements where conditions are not met. Administer the 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. Check and capture the administration of Leave without pay. Extract monthly leave taken report for to ensure all leave captured are in line with leave forms received. Provide administration support and attend to leave queries. Check that all documentation and correspondence to support leave administration are filled on the leave files. Answer all queries relating to leave administration. Provide general administrative support as required and maintain leave register/database. Conduct an annual leave Audit on all leave files. Administer PILLIR applications services. Receive and submit PILLIR applications to SOMA. Keep register of applications send to SOMA. Capture and action SOMA outcome. Getting approval for Ill-Health recommendations from SOMA.

ENQUIRIES : Ms A Dreyer Tel No: (012) 764 3932

POST 24/53 : **HR OFFICER: RECRUITMENT REF NO: GPW 23/58**

SALARY : R202 233 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 Senior Certificate or NQF Level 4 certificate. National Diploma in Human Resources Management will be an added advantage. No experience required. Experience in recruitment environment will be an added advantage. Understanding of all relevant human resources legislative framework, regulations and prescripts.

DUTIES : Perform response handling which includes receiving, numbering and capturing application forms for advertised posts. Open a filing box for each new advert. Sort applications per filing box. Number and date stamp each application. Capture SMS applications on a spreadsheet. Coordination of logistical arrangements for shortlisting and interview processes (arranging venues, Inform panel members, observers and candidates of proceedings). Coordinating administrative processes i.e. Interview documents/packs, arranging parking for candidates, travel & accommodation booking. Attend to enquiries from applicants and external stakeholders. Taking messages and ensure that they are conveyed. Prepare letters to both unsuccessful and successful candidates. Record keeping/ Safekeeping of recruitment documents. Open recruitment file for each advertised post. Ensure that data on R-Drive is always up to date.

ENQUIRIES : Mr. M Mahlangu Tel No: (012) 748 6317

POST 24/54 : **RECORD CLERK: LEAVE ADMINISTRATION REF NO: GPW 23/59**

SALARY : R202 233 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate (Grade 12) or NQF 4 Qualification. No experience required. Experience in records management environment will be an added advantage. Handle incoming and outgoing leave correspondences. 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 in line with the file register. 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. Managing other general registry functions. Distribute leave documents to line managers.

ENQUIRIES

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Ms A Dreyer Tel No: (012) 764 3932