

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** : 26 September 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form can be downloaded at www.dpsa.gov.za-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being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. Applicants applying for SMS posts are required to successfully complete the Nyukela Public Service Senior Management Leadership Programme (submitted prior to finalisation of an appointment) as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enrol for it at a cost of R265.00. The duration of the course is 120 hours. Shortlisted candidates for SMS posts will be subjected to a technical exercise, which intends to test relevant technical elements of the jobs by the Government Printing Works. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments). The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools. 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.

MANAGEMENT ECHELON

- POST 32/19** : **CHIEF DIRECTOR: STRATEGIC PLANNING REF NO: GPW 23/69**
- SALARY** : R1 371 558 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** : Pretoria
- REQUIREMENTS** : A Degree in Strategic Management/ Business Management/ Public Management at NQF Level 7 as recognised by SAQA. A postgraduate qualification will be an added advantage. 5 years senior management experience in a strategic management environment.

<u>DUTIES</u>	:	Ensure the overseeing and managing the process to develop, align and monitor the implementation of strategic plans and related policies and procedures and ensuring monitoring and compliance. Overseeing the developing, alignment and monitoring of the implementation of strategic plans and related policies and procedures. Overseeing the developing of strategic plans, business plans and business processes. The overseeing of the monitoring of performance and compliance. Ensuring the monitoring against the APP and Strategic Plans. Overseeing the identifying of strategy execution shortfalls and remedies. Managing the developing of service delivery improvement mechanisms. Ensuring programme and project management support. Managing and assisting with capacity building. Managing the Enterprise Portfolio Management Office (EPMO). Ensure and manage the development and execution of the stakeholder management, strategies and policies. Overseeing the rendering of comprehensive communication services. Managing the mapping of the stakeholder database. Ensuring the stakeholder engagement plan is properly executed. Overseeing the management of stakeholder relations and segmentation. Overseeing the management of events. Ensure the undertaking of innovative marketing of GPW's products and services at various platforms and managing customer satisfaction. Ensuring the proper liaison between GPW customers and technical teams to design customer solutions. Overseeing the conducting of proper market research and that effective and innovative products and services are proposed. Manage the process to collate and process organisational data and institutional knowledge and to manage the resource centre with updated and relevant publications/materials. To oversee the managing of publications and related product sales. Overseeing the mapping of bulk publications stores. Overseeing the selling of publications to clients. Managing the rendering of subscription services to customers/clients. To coordinate liaison with Parliament. Ensuring proper communication to Parliament and that answers to questions and documentations to be tabled/submitted are done on time. To manage the processing and collating of organisational data and institutional knowledge. To ensure that required information is collected and collated on time. 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. Effectively and efficiently manage the resources for project management.
<u>ENQUIRIES</u>	:	Ms CA Dreyer Tel No: (012) 764 3932
<u>POST 32/20</u>	:	<u>CHIEF DIRECTOR: SECURITY MANAGEMENT AND FACILITIES REF NO: GPW 23/70</u>
<u>SALARY</u>	:	R1 371 558 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 REQUIREMENTS</u>	:	Pretoria A Degree in Public Management/Security Management/ Facilities Management/ Property Management/ Social Sciences qualification at NQF Level 7 as recognized by SAQA. 5 years' senior management experience in facilities and security services environment.
<u>DUTIES</u>	:	Oversee and manage the rendering of an effective, comprehensive, and sound security management service. The overseeing of the process of ensuring 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. The overseeing of the rendering of an information and examination security service. Overseeing 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. The overseeing of 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 overseeing of the provisioning of security awareness coordination and liaison with relevant stakeholders. The overseeing and

management of provision of security systems. The overseeing of the provisioning of sound technical security strategy and 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. The overseeing of the 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

: Ms CA Dreyer Tel No: (012) 764 3932

OTHER POSTS

POST 32/21

: **DIVISIONAL MANAGER: FINISHING OPERATIONS REF NO: GPW 23/71**
(Re-Advertisement)

SALARY
CENTRE
REQUIREMENTS

: R958 824 per annum, (an all-inclusive remuneration package)
: Pretoria
: National Diploma or Bachelor's Degree in Operations/ Production/ Business Management at NQF Level 6 /7 qualification as recognized by SAQA. A minimum of five (5) years appropriate experience in the printing industry or manufacturing environment of which three (3) at junior management (Assistant Director) level. Knowledge And Skills In depth Knowledge and skills in Printing processes value chain or manufacturing business environment, Management of Production, Quality Assurance and Control systems, Staff Performance, Projects, Effective communication, Good interpersonal skills, conflict management and problem solving. Ability to work under pressure and meet deadlines, Understanding of ERP systems, Labour Relations Act, Basic Condition of Employment Act, Employment Equity Act, OHS Act and other National and Departmental policies and regulations.

DUTIES

: Management of the Finishing printed and unprinted products, equipment and personnel. Plan and schedule the Division's binding printing orders and ensure that all resources required are available and allocated effectively and efficiently according to the specified requirements. Set production targets on daily basis and determine the efficiency baseline rate per workstation. Ensure effective and efficient production and binding processes management. Make sure that the team adheres to Health and Safety working environment in accordance to OHS Act, policies and regulations, Manage Quality assurance and control systems and wastage reduction and ensure that Finished product are bound in in high quality standard and in accordance to customers specifications. Monitor adherence to

printing schedule and planning of print orders within the Division processes of jobs to next Division/Section. Determine and apply continuous improvement measures to production processes. Ensure that all procedures, standards and systems relating to the protection of security products matters are observed by all staff members. Proactively identify security risks and ensure that mitigating measures are in place. Ensure a smooth workflow between the workstations in the Division and the synergetic co-ordination of work in progress in line with the process value chain within the Finishing Division and other Divisions. Proactively identify and resolve possible bottlenecks timeously to ensure that printing orders are delivered as per the customer's specification. Ensuring that production equipment are kept in good condition, regularly maintained and adherence to maintenance plan and schedule. Ensure proper records keeping and accurate reporting on time as required.

ENQUIRIES : Mr T Khumalo Tel No: (012) 748 6329

POST 32/22 : **DEPUTY DIRECTOR: EMPLOYEE WELLNESS AND OHS REF NO: GPW 23/72**

SALARY : R811 560 per annum, (an all-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : National Diploma at NQF Level 6 as recognized by SAQA 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) as Social Worker. Minimum 3 years' experience at Junior Management (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 Drivers license.

DUTIES : Manage the development and implementation of employee wellness strategies. Managing the development of policy, programmes and strategies for the GPW employees. Managing the development of an employee health programme that includes preventative care, screenings, diagnosis and possible treatment of illness, injury prevention, and health education. Managing the development of long term strategic plans for improving employee health and wellness using current research and best practices. Managing 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. Managing the conducting of assessments of the GPW's current health status to identify potential risks to employees. Management the provision of employee wellness services. Managing the providing of advice and guidance to employees. Managing the process of helping employees who are experiencing health problems find appropriate care from physicians or other health care providers. Managing the coordinating 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 GWP. Manage all Injury on Duty cases (IOD) for the GPW. Implement and monitor the safety programme(s). Manage and develop staff. 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.

ENQUIRIES : Ms L Maswanganyi Tel No: (012) 748 6266

<u>POST 32/23</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ADMINISTRATION REF NO: GPW 23/73</u>
<u>SALARY</u>	:	R811 560 per annum, (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Manage financial administration and accounting function in the Sub-directorate. Identify financial accounting risks and develop and implement mitigating strategies. 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. Assist in obtaining data/ information for feasibility financial studies. 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. Manage the administering of employee remuneration and compensation. Review and sign off on payroll reports. Review and sign off on payroll reconciliations and control accounts. Ensure bi-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. Ensure recordkeeping and reporting. Ensure that accounting records comply with GRAP, and all other statutory requirements and regulations. Review, collect information, and compile financial reports submitting it to the Director as required. Ensure accurate recordkeeping in the Sub-directorate. Review and development of policies and procedures. The development and review/ up-dating of methodologies, policies, and procedures in the Sub-directorate. 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. 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>	:	Ms H Curlewis Tel No: (012) 748 6244
<u>POST 32/24</u>	:	<u>REGIONAL MANAGER: WAREHOUSE LIMPOPO REF NO: GPW 23/74</u>
<u>SALARY</u>	:	R424 108 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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

: Mr V Manganye Tel No: (012) 748 6131

POST 32/25

: **ASSISTANT DIRECTOR: PROPERTY MANAGEMENT REF NO: GPW 23/75**

SALARY
CENTRE
REQUIREMENTS

: R424 104 per annum
 : Pretoria
 : National Diploma at NQF Level 6 as recognized by SAQA in Property Management/ Real Estate/ Facilities Management. At least 3 years of relevant work experience in property administration or facilities management of which at least 2 years in a supervisory role. Valid Drivers licence.

DUTIES

: Manage/ Provide Property Maintenance services. Manage all facilities of GPW including branch offices, all owned or rented property. Procurement and contract management. Building and grounds maintenance. Health and safety requirements. Utilities and communications infrastructure. Space management. Manage/ render Property Administration and Office Space Administration. Obtain quotes from different contractors and present the quotes to Management with appropriate recommendations. Place orders with the contractors. Supervise the work to successful completion. Calculate and compare costs for required goods or services to achieve maximum value for money to the GPW. Approve any interim payments. Assist the Deputy Director in Project Manage and supervise and co-ordinate the work of appointed contractors. Check that agreed work by staff or contractors has been completed satisfactorily and following up on any possible deficiencies. Conduct an inspection for approval and finalise payments to the contractor. Carry out monthly inspections of the buildings and perform intensive inspections. Prepare a monthly report for senior management which details building conditions. Once assessment has been completed, obtain quotes from contractors, and liaise with the Insurance Company to obtain approval and payment for the project. Prepare six-month schedules of work. Assess prospective new buildings together with a professional assessor (e.g., architect) and report on alterations that would need to be done prior to occupation. Plan best allocation and utilisation of space and resources for new buildings or re-organizing current premises. Perform building inspections of the premises when the tenant is vacating the site and ensure that the building is in the same condition as when occupation was effected. Monitor the interpretation of technical aspects of lease and conducts negotiation with the tenants. Respond appropriately to emergencies or urgent issues as they arise.

Manage/ Provide gardening Services. Establish landscape, gardens and ground maintenance service strategies. Develop and establish effective landscape, gardens and ground maintenance solutions inclusive of techniques and processes. Set formal and measurable performance targets and reporting strategies in conjunction with a Service Level Agreement. Employ sound environmental and ecological practices. Improve the aesthetic appeal of the surrounding environment to complement existing architecture and ensure longevity of the grounds. Ensure effective oversight of contractors and the maintenance of equipment. 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 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** : Mr E Louters Tel No: (012) 748 4085
- POST 32/26** : **SENIOR ADMINISTRATIVE OFFICER: OFFICE SERVICES & CLEANING REF NO: GPW 23/76**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum
: Pretoria
: National Diploma at NQF Level 6 as recognized by SAQA in Administrative Management/ Facilities Management/ Public Management/ Public/Office Administration/ Office Management. At least 2 years of administration clerical experience in office services and cleaning management and procurement of consumables. Valid Drivers licence.
- DUTIES** : Administer Office Services. Develop and implement policies, procedures, and guidelines for the effective management of office services. Coordinate and oversee office supply procurement, inventory management, and distribution. Maintain a professional and welcoming office environment for staff and visitors. Ensure and monitor the rendering of cleaning services and liaise with relevant stakeholders to resolve any Cleaning Operations. Supervising cleaning teams assigned to GPW's premises, sites, and other facilities. Ensuring overall supervision of all cleaning functions in the GPW. Supervise and manage cleaning staff, ensuring that they adhere to cleaning schedules and standards. Monitor the cleanliness and maintenance of all office areas, including common spaces, restrooms, and workstations. Ensure compliance with health and safety regulations and implement necessary measures to maintain a safe working environment concerns. Support the Directorate in terms of budget and resource Management. Prepare and manage the budget for office services and cleaning operations. Optimize resource allocation to maintain cost-effectiveness while meeting quality standards. Identify areas for improvement and implement strategies to enhance efficiency and productivity. Handle reporting and documentation. Maintain accurate records of office services and cleaning activities. Prepare regular reports on service performance, resource utilization, and budget expenditures. Present findings and recommendations to higher authorities as required.
- ENQUIRIES** : Mr E Louters Tel No: (012) 748 4085
- POST 32/27** : **SENIOR ADMINISTRATIVE OFFICER: LEGAL SERVICES (CORPORATE COMMERCIAL) REF NO: GPW 23/77**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum
: Pretoria
: National Diploma at NQF Level 6 as recognized by SAQA in Administration/ Public Administration/ Public Management/ Office Management and Technology. Two (2) years' Administration experience in the field of legal support services is required.

DUTIES : Provide an administrative support service to the office of the Directorate Legal Services. Provide administrative support by compiling submissions and reports, photocopying documents and scanning information as required. Providing reception services including call screening as well as attending messages. Diary Management. Manage Filing system in the Office of the Directorate Legal Services. Support with the management of leave and compilation of leave register. Ensures effective flow of information and documents to and from the office of the Directorate Legal Services. Ensure the security profile and classification of documentation reports and information related to the office. Handle procurement of standard items like Stationery and refreshment for the activities within the office of the Directorate Legal Services. Liaise with stakeholders and implement actions in line with the relevant protocols and delegations. Respond to enquiries received from internal and external stakeholders. Distribute/allocate tasks to staff and provide deadlines. Provide secretarial support to the Directorate Legal Services. Arrange meetings and coordinates logistical arrangements for the meeting i.e. venue, refreshments, agenda, action log etc. Record minutes/decisions and communicates to the relevant role players and follow up on progress made. Administer documents control within the Directorate Legal Services office. Management of all incoming and outgoing correspondence; as well as tracking correspondence and submissions; Ensure that all documents are registered on Electronic system. Coordinate responses to and submissions on, all requests the Director: Legal Services. Scrutinize routine documents and make notes for the Directorate Legal Services. Forward correspondence to the Director: Legal Services. Redirect correspondence as per instructions and maintain copies of documents. Make follow up on referred correspondence. Coordinate feedback from stakeholders, refer to the Director: Legal Services and dispatch accordingly. Provide logistical support to the Directorate Legal Services. Make travel arrangements by sourcing relevant quote and prepare submission for approval. Arrange bookings (i.e. Flights, accommodation, car hire, and shuttle) and provide information to the traveller. Prepare Substance & Travel claims upon return from the trip. Efficient administrate and manage Budget. Check and correlates reports to ensure that expenditure is correctly allocated. Keep record of expenditure commitments, monitor expenditure and alters manager of possible over and under spending. Identify the need to move funds between items, consults with manager and compile submission in this regard. Handle procurement processes within the Directorate Legal Services.

ENQUIRIES : Adv S Ramasodi Tel No: (012) 748 6321

POST 32/28 : **WAREHOUSE CONTROLLER: SECURITY STORES: TRAVEL DOCUMENTS REF NO: GPW 23/78**

SALARY : R359 517 per annum
CENTRE : Pretoria
REQUIREMENTS : 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.

DUTIES : 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 stationery, 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 OHS 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.

ENQUIRIES

: Ms L Bhandu Tel No: (012) 748 6224

POST 32/29

: **PERSONAL ASSISTANT REF NO: GPW 23/79 (X3 POSTS)**

SALARY

: R294 321 per annum

CENTRE

: Pretoria

REQUIREMENTS

: National Diploma at NQF Level 6 as recognized by SAQA) in Office Administration/ Public Administration/ Public Management/ Office Management and Technology. A minimum of one year experience in rendering secretarial, clerical, and administrative support services to Senior Manager.

DUTIES

: Provides a secretariat/ receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers, are good working order. Records the engagements of the senior manager. Utilises discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises/advice the manager regarding engagements; and compiles realistic schedules of appointments. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports. Progress reports; Monthly reports; Management reports. Scrutinizes routine submissions/reports and make notes and/or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles the procurement of standard items like stationery, refreshments etc for the activities of the manager and the unit; and

obtains the necessary signatures on documents like procurement advice and monthly salary reports. Provides support to manager regarding meetings. Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required; and coordinates logistical arrangements for meetings when required. Support the manager with the administration of the manager's budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose; and compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager; and remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES

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