

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.

| | | |
|-----------------------------|---|--|
| <u>APPLICATIONS</u> | : | 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. |
| <u>FOR ATTENTION</u> | : | Ms D Kgosana / Ms. NW Mathibela, Human Resources Tel No: (012)748 6277 / (012) 748 6297 |
| <u>CLOSING DATE</u> | : | 13 November 2023 (16:00 noon) |
| <u>NOTE</u> | : | Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at www.dpsa.gov.za/vacancies , the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews, at a date and time determined by the Government Printing Works. 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. |

INTERNSHIP PROGRAMME FOR THE YEAR 2024/2026**OTHER POSTS**

| | | |
|----------------------------|---|--|
| <u>POST 39/28</u> | : | <u>MANAGEMENT ACCOUNTING AND BUDGETING: BUDGETS REF NO: GPW 23/01 (X1 POST)</u> |
| <u>STIPEND</u> | : | R7 043.31 per month |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A minimum of a three (3) year National Diploma or Degree in Finance Reporting/Budgeting. |
| <u>ENQUIRIES</u> | : | Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294 |
| <u>POST 39/29</u> | : | <u>CONTRACT PRINTING REF NO: GPW 23/02 (X2 POSTS)</u> |
| <u>STIPEND</u> | : | R7 043.31 per month |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A minimum of a three (3) year National Diploma or Degree in Supply Chain Management. |
| <u>ENQUIRIES</u> | : | Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294 |
| <u>POST 39/30</u> | : | <u>CONTRACT MANAGEMENT REF NO: GPW 23/03 (X2 POSTS)</u> |
| <u>STIPEND</u> | : | R7 043.31 per month |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A minimum of a three (3) year National Diploma or Degree in Supply Chain Management. |
| <u>ENQUIRIES</u> | : | Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294 |

POST 39/31 : **OFFICE OF THE CFO REF NO: GPW 23/04 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Office Management/ Public Management or related field.
ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/32 : **OFFICE OF THE CFO REF NO: GPW 23/05 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Accounting/Finance.
ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/33 : **FINANCIAL SERVICES: DEBTORS REF NO: GPW 23/06 (X2 POSTS)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Finance/Accounting.
ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/34 : **SUPPLY CHAIN MANAGEMENT: SOURCING REF NO: GPW 23/07 (X2 POSTS)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Supply Chain management/Logistics.
ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/35 : **SUPPLY CHAIN MANAGEMENT: TENDERS REF NO: GPW 23/08 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Supply Chain Management/Logistics.
ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/36 : **SUPPLY CHAIN MANAGEMENT: ASSET MANAGEMENT REF NO: GPW 23/09 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Supply Chain Management/Asset Management/Accounting.
ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/37 : **OFFICE OF THE CEO REF NO: GPW 23/10 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Public Administration/Public Management/Office Administration/Office Management/Finance.
ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/38 : **ENTERPRISE RISK MANAGEMENT REF NO: GPW 23/11 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Risk Management/Internal Audit.
ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/39 : **COMMUNICATIONS: GRAPHIC DESIGN REF NO: GPW 23/12 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree Graphic Design/Graphic Arts or related qualification.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/40 : **INTERNAL AUDIT REF NO: GPW 23/13 (X2 POSTS)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Internal Audit/Information Systems Auditing.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/41 : **STRATEGY, PLANNING AND MONITORING: MONITORING REF NO: GPW 23/14 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Business Administration/Business Management/Public Administration/Public Management.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/42 : **STRATEGY, PLANNING AND MONITORING: PLANNING REF NO: GPW 23/15 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Business Administration/Business Management/Public Administration/Public Management.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/43 : **SECURITY MANAGEMENT: PROTECTION SECURITY REF NO: GPW 23/16 (X4 POSTS)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Security Management.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/44 : **SECURITY MANAGEMENT: SECURITY ADMINISTRATIONS AND COORDINATION REF NO: GPW 23/17 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Security Management/Public Management/Business Management.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/45 : **HUMAN RESOURCES: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: GPW 23/18 (X2 POSTS)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Production Management/Operations Management/Management Services.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/46 : **HUMAN RESOURCES: TALENT MANAGEMENT REF NO: GPW 23/19 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Human Resource Management/Human Resources Development/Management of training.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/47 : **HUMAN RESOURCES: HR REF NO: GPW 23/20 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Public Administration/Public Management/Office Administration/Office Management.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/48 : **HUMAN RESOURCES: EMPLOYEE HEALTH AND WELLNESS Ref NO: GPW 23/21 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Psychology/Social Work/Social Sciences. Registration with HPCSA/SACSSP/EAPA will be an added advantage.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/49 : **HUMAN RESOURCES: EMPLOYEE RELATIONS REF NO: GPW 23/22 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Labour Relations.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/50 : **INFORMATION COMMUNICATION TECHNOLOGY: ICT SUPPORT REF NO: GPW 23/23 (X3 POSTS)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Information Technology/Computer Science/Computer Systems/System Development.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/51 : **INFORMATION COMMUNICATION TECHNOLOGY: APPLICATION SUPPORT REF NO: GPW 23/24 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Information Technology/Computer Science/Computer Systems/System Development.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/52 : **INFORMATION COMMUNICATION TECHNOLOGY: INFRASTRUCTURE SUPPORT REF NO: GPW 23/25 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Information Technology/Computer Science/Computer Systems/System Development.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294