



**government  
printing**

Department:  
Government Printing Works  
REPUBLIC OF SOUTH AFRICA

Reference: S 4/1/3

Enquires: Ms M. Mbokane (Tel: 748- 6271)

PRETORIA OFFICE

CAPE TOWN REGIONAL OFFICE

EASTERN CAPE REGIONAL OFFICE

LIMPOPO REGIONAL OFFICE

NORTH WEST REGIONAL OFFICE

**GENERAL VACANCY CIRCULAR MINUTE NO.13 OF 2019**

**INTERNAL CANDIDATES ARE REQUIRED TO SUBMITT THEIR CV'S TO RECRUITMENT OFFICE  
VACANCIES IN THE GOVERNMENT PRINTING WORKS**

**POST 1:**

**CHIEF EXECUTIVE OFFICER REF NO: GPW 19/35 (5 YEAR CONTRACT APPOINTMENT) (THIS IS A RE-ADVERTISEMENT, CANDIDATES WHO PREVIOUSLY APPLIED AND ARE STILL INTERESTED ARE REQUIRED TO APPLY)**

**CENTRE:**

Pretoria

**SALARY:**

An all-inclusive salary package of R1 978 533 per annum (subject to applicable rules), structured as follows: Basic salary - 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary), non-pensionable Head of Department allowance - 10% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules. (Level 16)

**REQUIREMENTS:**

An appropriate recognized undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) or equivalent qualification, recognized by SAQA; coupled with 8 to 10 years' experience at a senior managerial level, of which at least three (3) years' experience must be within any organ of State as defined in the Constitution, Act 108 of 1996 • The candidate envisaged for appointment must be a dynamic leader with a strong financial background and business acumen and must have extensive knowledge of the PFMA and Treasury Regulations • A strong understanding of corporate governance and the entire legislative and regulatory framework applicable thereto • The incumbent will have excellent verbal and written communication skills, as well as a strong business acumen • Au fait in strategic capability and

leadership, service delivery innovation, client orientation and customer care and problem solving and analysis • A valid driver's license and willingness to travel extensively and work extended hours is required

**DUTIES:**

The successful candidate will be responsible for leading the Government Printing Works in setting a clear and compelling service-vision, which translates into the effective achievement of its strategic mandate and growing of business to ensure self-sustainability • Foster partnerships with relevant stakeholders (internally and externally), thereby optimizing the Department's contribution to the achievement of the National Development Plan • Ensure compliance with national and appropriate internationally regulations • Ensure continuous improvement in the quality and value of services rendered by the Department • Establish and maintain an organizational structure which supports the accomplishment of operational and strategic goals, Implement and ensure compliance with corporate governance and all the relevant legislative and regulatory frameworks based on the King III principles, and ensure effective resource management.

**ENQUIRIES:**

**Mr JJ Rossouw Tel no: (012) 748- 6265**

**POST 2:**

**GENERAL MANAGER: OPERATIONS AND PRODUCTION REF NO: GPW19/36 (THIS IS A RE-ADVERTISEMENT, CANDIDATES WHO PREVIOUSLY APPLIED AND ARE STILL INTERESTED ARE REQUIRED TO APPLY)**

**CENTRE:**

**Pretoria**

**SALARY:**

**An all-inclusive salary package of R1 521 591 per annum, 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. (Level 15)**

**REQUIREMENTS:**

An undergraduate qualification (NQF level 7) in Operations Management/Industrial Engineering/Business Management or equivalent qualification and a post graduate qualification (NQF level 8) or equivalent as recognised by SAQA • 6 to 10 years' extensive experience in the management of operations and production functions, 8 to 10 years' extensive experience at a senior management level • In-depth knowledge of printing / manufacturing / business operational processes and relevant legislation and policies.

**KEY COMPETENCIES:**

Strategic capability and leadership, including strategic planning and management, Performance optimisation innovation • Client orientation and customer focus • People management and empowerment • Programme and project management, Knowledge and information management • Problem solving and analysis •

Policy analysis and development • Dealing with pressure and setbacks.

**KEY PERFORMANCE AREAS:**

Provide strategic direction and ensure the strategic positioning of the branch responsible for the strategic management of Operations and Production functions (Research and Development, Management of Security and Non Security Printing, Production Planning Management and Equipment Maintenance) • Ensure innovation and implementation on performance optimisation within the unit, Ensure proper stock management of manufacturing raw-products and finished goods • Ensure client order fulfilment through effective order tracking and customer feedback • Ensure compilation and achievement of operational budget with the corporate strategy, relevant policy and regulations • Ensure effective monitoring and reviewing production cost and efficiency levels within the different production lines • Establish and maintain appropriate systems and policies to ensure effective and efficient management of resources • Ensure effective people management including the development and implementation of a skills development standard compliance pertaining to printing policies, legislations and regulations.

**ENQUIRIES:**

**Mr JJ Rossouw Tel no: (012) 748- 6265**

**POST 3:**

**GENERAL MANAGER: FINANCIAL SERVICES REF NO: GPW 19/37**

**CENTRE:**

**Pretoria**

**SALARY LEVEL:**

**An all-inclusive salary package of R1 521 591 per annum, 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. (Level 15)**

**REQUIREMENTS:**

A relevant Bachelor Degree (NQF level 7) qualification as well as a postgraduate qualification (NQF level 8) in Finance or related areas with extensive relevant experience in financial management and supply chain management • Eight (8) - ten (10) years' experience at a senior management level of which at least (5) – five years should be in a financial environment • Proven experience of implementing internal systems, budgeting and controls for sound financial management • Excellent knowledge and understanding of the PFMA and Treasury Regulations, In-depth knowledge of Commercial/Manufacturing Financial Systems • GAAP, IFRS, Understanding of Good Corporate Governance principles (King III) • Knowledge of Protection of Information Act and BBEE Act • Knowledge and understanding of Supply Chain Management.

**KEY COMPETENCIES:**

Strategic capability and leadership, including strategic planning and management, Performance optimisation innovation • Client orientation and customer focus • People management and empowerment • Programme and project management, Knowledge and information management • Problem solving and analysis •

Policy analysis and development • Dealing with pressure and setbacks.

**KEY PERFORMANCE AREAS:**

The successful candidate will be responsible for supporting the Chief Executive Officer (Accounting Officer) and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations • It will be expected of the incumbent to manage the financial and supply chain management functions of the Government Component and to ensure sound financial management in the Government Component • Establish and maintain appropriate systems (analytical tools, information systems and costing models) and policies to ensure effective and efficient management of resources • Ensure an appropriate supply chain management system which is fair, equitable, transparent, competitive and cost effective • Ensure the effective, efficient, economical and transparent use of the resources of the Government Component • Take effective and appropriate steps to collect money for services rendered, prevent unauthorised, irregular and fruitless and wasteful expenditure • Ensure proper management of movable and immovable assets and the liabilities of the Government Component • Ensure proper stock management of manufacturing raw-products and finished goods • Ensure innovation and implementation on performance optimisation within the branch • Ensure effective people management including the development and implementation of a skills development standard compliance pertaining to financial policies, legislations and regulations.

Note: Women and Persons with Disabilities are encouraged to apply.

**ENQUIRIES:**

Mr JJ Rossouw Tel no: (012) 748- 6265

**POST 4:**

**CENTRE:**

**SALARY LEVEL:**

**CHIEF DIRECTOR: FINANCIAL ACCOUNTING REF NO: GPW19 /38  
Pretoria**

**An all-inclusive salary package R1 251 183 per annum. The package includes a basic salary (70% of package), the State's contribution to the Government Employees Pension Fund – (13% of basic salary) and a flexible portion that may be structured in terms of specific guidelines. (Level 14)**

**REQUIREMENTS:**

An undergraduate qualification (NQF level 7) in Accounting Business/Commerce or equivalent qualification, 6 -10 years proven relevant experience in a business or commerce field, 5 years' experience at a senior managerial level in financial administration • A sound knowledge of the Public Finance Management Act, Treasury Regulations, Basic Accounting Systems, and relevant prescripts, Knowledge of GRAP/GAAP • Innovative problem-solving and analytical skills • Strategic thinking • Organizing and interpersonal skills • Computer proficiency • Ability to work and make decisions under rapidly changing and pressurized circumstances • Good written and verbal communication skills.

**DUTIES:**

Manage financial systems and accounts control • Compile, maintain and present various financial management reports on a monthly, quarterly, mid-year and annual basis • Render financial reporting and audit facilitation • Ensure the efficient, effective and transparent use of the financial resources of the department • Ensure adequate internal financial controls and systems • Establish an effective credit control system and ensure prompt payments to goods rendered • Monitoring the collection of debt • Manage cash flow • Assist and support the Chief Financial Officer in executing sound financial management practices in the department, Perform other related tasks and projects as directed by the Chief Financial Officer.

**ENQUIRIES:**

**Mr JJ Rossouw Tel no: (012) 748- 6265**

**Post:**

**DEPUTY DIRECTOR: STRATEGIC SOURCING (GPW19/28) (THIS IS A RE-ADVERTISEMENT, CANDIDATES WHO PREVIOUSLY APPLIED AND ARE STILL INTERESTED ARE REQUIRED TO APPLY)**

**Salary:**

**R 733 257 per annum (Salary Level 11)**

**Center:**

**Pretoria**

**Requirements:**

An appropriate Bachelor's degree/diploma or equivalent NQF Level 6 qualification • 6-8 years' relevant experience in Supply Chain Management of which at least 2-3 years must have been at supervisory level • 3-5 years' experience at strategic sourcing (direct and indirect) in an industrial/production environment • Knowledge of the Supply Chain Management Framework, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and other relevant prescripts • A good understanding of good Corporate Governance principles (King III) • Computer literacy (MS Word, Excel, PowerPoint, etc.) • Performance optimisation and innovation • Client orientation and focus • Strong analytical skills • Policy analysis and development • Project management • People skills • Planning skills • Good verbal and written communication • Financial skill • The ability to negotiate.

**Duties:**

Develop and direct the consolidated purchasing function to ensure that high-quality goods, services and strategic materials are obtained in the most cost-effective manner and delivered at the scheduled time • Formulate and execute strategies for BBBEE development, utilising preferential procurement interventions • Support and drive systems and process development and improvements • Manage the responsibility of procurement of staff to ensure strategy implementation and that goals and objectives are accomplished • Provide for the smooth functioning of operational activities by way of a sufficient and uninterrupted flow of goods and services to the manufacturing leg of the GPW • Implement and manage an efficient, cost-effective and integrated procurement system throughout the organisation • Support the departmental

objectives and expenditure budgets by ensuring alignment to the overall procurement approach and practices • Quality management in the sourcing division.

**Enquiries:** Mr. S Rizvi – 012 748 6380

**POST 3:** **ASSISTANT DIRECTOR: GENERAL LEDGER (GPW 19/29)**  
**CENTRE:** Pretoria  
**SALARY:** R 376 596 per annum (Salary Level 09)  
**REQUIREMENTS:** Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) in Financial Management • 3 - 5 years' experience in Financial accounting • 1 - 2 years' supervisory experience • Broad and deep financial knowledge • Knowledge of financial legislatures and policies (PFMA, Treasury Regulations, IFRS) • Strong administrative skills • Ability to plan, co-ordinate and manage multiple tasks • Hands-on individual that is capable and dedicated to getting the job done • Report writing skills • Good communication skills • Computer Proficiency Excel (Advanced) • Experience within an ERP environment will be an added advantage.

**DUTIES:** Oversee and review the clearing of exceptions and reconciling items • Oversee monthly and year-end closing of books • Verify journal entries • Approve / Perform daily, weekly and monthly processing of transactions on ERP • Review bank reconciliations • Oversee and perform monthly general ledger accounts reconciliations • Assist with monthly and other reporting requirement • Maintain financial records in compliance with policies and procedures • Maintain integrity of general ledger in line with IFRS • statutory and other requirements • Comply with finance procedures and policies (system of internal control) as required by GPW • Assist with audit queries • Resolve complaints from outside institutions • Resolve administrative queries • Oversee training, development and application of performance management within area of responsibility.

**ENQUIRIES:** Ms. H Curlewis tel. (012) – 748-6244

**APPLICATIONS :** All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001  
**FOR ATTENTION : Ms M Mbokane, Human Resources, Tel no: 012 748 6296.**

**CLOSING DATE: 6 September 2019, 12 noon.**

**NOTE:** Applications must be submitted on form Z83 (obtainable from any Public Service Department) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z.83, recent comprehensive CV specifying all qualifications and experience with respective dates.

Certified copies of qualifications, ID and a valid driver's license (where required), must be attached. 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.

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.

*Please bring the contents of this circular to the attention of all personnel under your supervision.*



M. M. MODISE

**GENERAL MANAGER: HUMAN RESOURCES**

**DATE:** 28/08/2019