

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 or Email to: Artisans24@gpw.gov.za
- FOR ATTENTION** : Ms. DD Kgosana / Ms. NW Mathibela, Human Resources Tel No: (012) 748 6277 /012 748 6297
- CLOSING DATE** : 21 October 2024 (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form can be downloaded at www.dpsa.gov.za-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being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: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. 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.

OTHER POSTS

- POST 36/01** : **CHIEF ARTISAN SECURITY WEB-FED PRINTING REF NO: GPW 24/01**
(Re-advertisement for Ref No: 23/61 and PSVC 29 of 2023, Applicants who previously applied are encouraged to reapply)

- SALARY** : R455 223 per annum, (OSD)
- CENTRE** : Pretoria
- REQUIREMENTS** : 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-color 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.

- DUTIES** : Operate and oversee an automated multi-color 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.

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

- POST 36/02** : **CHIEF ARTISAN SECURITY SHEET-FED PRINTING REF NO: GPW 24/02**
(Re-advertisement for Ref No: 23/62 and PSVC 29 of 2023, Applicants who previously applied are encouraged to reapply)

- SALARY** : R455 223 per annum, (OSD)
- CENTRE** : Pretoria
- REQUIREMENTS** : 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-color 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.
- DUTIES** : Operate and oversee an automated multi-color 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.
- ENQUIRIES** : Mr T Khumalo, Tel No: (012) 748 6329
- POST 36/03** : **CHIEF ARTISAN EXAMINATION PACKAGING REF NO: GPW 24/03**
(Re-advertisement for Ref No: 23/63 and PSVC 29 of 2023, Applicants who previously applied are encouraged to reapply)
- SALARY** : R455 223 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : 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.
- DUTIES** : 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.
- ENQUIRIES** : Ms J. Seabela Tel No: (012) 748 6320
- POST 36/04** : **ARTISAN FOREMAN: EXAMINATION PACKAGING REF NO: GPW 24/04 (X2 POSTS)**
(Re-advertisement for Ref No: 23/65 and PSVC 29 of 2023, Applicants who previously applied are encouraged to reapply)
- SALARY** : R362 130 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : 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.
- DUTIES** : 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.
- ENQUIRIES** : Ms. J Seabela Tel No: (012) 748 6320
- POST 36/05** : **ARTISAN FOREMAN: ROTARY WEB-OFFSET PRINTING GRADE A REF NO: GPW 24/05**
- SALARY** : R362 130 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 qualification plus a completed apprenticeship in Rotary Web-Offset Machine Minding. Passed Trade Test Certificate in Rotary Web Offset Machine Minding. Grade 12 will be an added advantage. At least five (5) years' post apprenticeship appropriate experience in operation of the multicolour Rotary Web-Offset printing equipment. Good knowledge of printing processes and equipment. Willingness to work shifts and extended working hours when the need arises.
- DUTIES** : Operate a multicolour Rotary Web-Offset Printing press. Ensure that Quality assurance and control and standard operation procedures are adhered to. Perform basic maintenance task in line with OEM and schedule maintenance plan requirements. Assist in training and developing of

staff, supervision and allocation of print orders and shop floor and production planning. Ensuring adherence to SHREQ processes.

ENQUIRIES : Mr. E. Mtshali Tel No: (012) 748 6361

POST 36/06 : **ARTISAN FOREMAN: DIGITAL PRINTING LINE GRADE A REF NO: GPW 24/06 (X2 POSTS)**

SALARY : R362 130 per annum, (OSD)

CENTRE : Pretoria

REQUIREMENTS : 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.

DUTIES : Operate multicolor 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.

ENQUIRIES : Mr. E Mtshali Tel No: (012) 748 6361

POST 36/07 : **ARTISAN (SPECIALISED): DIGITAL PRINTING LINE REF NO: GPW 24/07 (X2 POSTS)**

SALARY : R341 124 per annum, (OSD)

CENTRE : Pretoria

REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Mr. E. Mtshali Tel No: (012) 748 6361

POST 36/08 : **ARTISAN (SPECIALISED): LITHOGRAPHY SHEET-FED PRINTING REF NO: GPW 24/08**

SALARY : R341 124 per annum, (OSD)

CENTRE : Pretoria

REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Mr. E. Mtshali Tel No: (012) 748 6361

POST 36/09 : **ARTISAN (SPECIALISED): ID SMARTCARD PERSONALISATION WORKSTATION ½ REF NO: GPW 24/09**

SALARY : R341 124 per annum, (OSD)

CENTRE : Pretoria

REQUIREMENTS : 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.

- DUTIES** : 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 OHS&A 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.
- ENQUIRIES** : Mr. F. Nagel Tel No: (012) 7486109
- POST 36/10** : **ARTISAN PRODUCTION: ROTARY WEB-FED OFFSET LITHO PRINTING GRADE A REF NO: GPW 24/10 (X4 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R230 898 per annum, (OSD)
: Pretoria
: Grade 10 qualification and the completed appropriate apprenticeship in Rotary Web Offset Printing Trade. Trade Test Certificate in Rotary Web Offset. Grade 12 will be an added advantage. Willingness to work shifts. Extended working hours may be required as and when.
- DUTIES** : Operate Web-offset printing presses optimally to ensure high quality of printed security and commercial products. Print customer's orders as per the customer's specification and requirements, trouble shoot and resolve printing technical and mechanical challenges that may arise before, during and after printing. Continuously perform quality control in line with the existing standard operating procedures. Resolve basic technical and mechanical challenges to ensure smooth production with less down time. Perform quality assurance and control during printing process on a continuously. Basic maintenance of printing machines according to the schedule ensuring efficient and continuous running thereof. Ensure compliance with Safety, healthy, working environment, in line with OHS&A safety procedures and regulations.
- ENQUIRIES** : Mr. T Khumalo Tel No: (012) 748 6329
- POST 36/11** : **ARTISAN PRODUCTION: DIGITAL PRINTING GRADE A REF NO: GPW 24/11 (X4 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R230 898 per annum, (OSD)
: Pretoria
: Grade 10 qualification and the completed appropriate printing apprenticeship in the printing industry (special products printing and finishing). Trade Test in certificate in the printing industry. Grade 12 will be an added advantage. Willingness to work shifts and Extended hours as and when the need arises.
- DUTIES** : Operate the Digital printing equipment with online and offline finishing process functions. Set and run the digital printing machines and in-line and offline finishing functions. Archive production targets, ensure that printing is completed on time and according to GPW standards and customer requirements. Print customer's orders as per the customer's specification and requirements, trouble shoot and resolve printing technical challenges that may arise before, during and after printing. Check quality during printing process on a continuous basis ensuring text colour correctness, etc. Basic maintenance of equipment according to the schedule ensuring efficient and continuous running thereof. Ensure compliance to Safety, healthy, working environment, risk, and quality (SHERQ) management and OHS&A safety requirements.
- ENQUIRIES** : Mr. E. Mtshali Tel No: (012) 748 6361
- POST 36/12** : **ARTISAN PRODUCTION: (ROLLCOLLATOR) REF NO: GPW 24/12 (X2 POSTS)**
(Re-advertisement for Ref No: 23/64 and PSVC 29 of 2023, Applicants who previously applied are encouraged to reapply)
- SALARY CENTRE REQUIREMENTS** : R230 898 per annum, (OSD)
: Pretoria
: Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test Certificate in Continuous Stationery Machine Minder Trade or Mechanized Bookbinding Trade Basic Computer literacy skill. Knowledge of Roll collator finishing equipment will be an added advantage. Quality assurance and control measures and commitment to work shifts.
- DUTIES** : Operate the Roll collator equipment. 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 OHS&A regulations and Government Printing Work policies.
- ENQUIRIES** : Mr T Khumalo Tel No: (012) 748 6329

- POST 36/13** : **ARTISAN PRODUCTION: EXAMINATION PACKAGING REF NO: GPW 24/13 (X6 POSTS)**
(Re-advertisement for Ref No: 23/66 and PSVC 29 of 2023, Applicants who previously applied are encouraged to reapply)
- SALARY** : R220 533 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : 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.
- DUTIES** : 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.
- ENQUIRIES** : Mr Enock Mtshali Tel No: (012) 748 6361
- POST 36/14** : **ARTISAN PRODUCTION: WEB-OFFSET PRINTING REF NO: GPW 24/14**
(Re-advertisement for Ref No: 23/67 and PSVC 29 of 2023, Applicants who previously applied are encouraged to reapply)
- SALARY** : R230 898 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in Rotary Web Offset Machine Minding, Grade 12 will be an added advantage. Knowledge of computerized printing presses and basic computer skills, Quality Conscious and attention to details, Planning and organizing skills, Commitment to work shifts.
- DUTIES** : Operate automated multi-color Rotary-Web-Fed printing press. Meet daily production targets as per the schedule and standard. Print high quality security products. Ensure that security materials are processed safely in line with the Standard Operation Procedures. Ensure good quality assurance and control measures on all security production materials. Adhere to OHSA regulations and Government Printing Work policies.
- ENQUIRIES** : Mr Izac Carelse Tel No: (012) 748 6326
- POST 36/15** : **ARTISAN PRODUCTION: SHEET-FED PRINTING REF NO: GPW 24/15**
(Re-advertisement for Ref No: 23/68 and PSVC 29 of 2023, Applicants who previously applied are encouraged to reapply)
- SALARY** : R230 898 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in Lithography Machine Minding, Grade 12 and KOMORI printing experience will be an added advantage. Knowledge of computerized printing presses and basic computer skills, Quality Conscious and attention to details, Planning and organizing skills, Commitment to work shifts.
- DUTIES** : Operate an automated multi-color Lithography printing press. Meet daily production targets as per the schedule and Standard Operation Procures. Print high quality security products. Ensure that security materials are processed safely in line with the Standard Operation Procedures. Ensure good quality assurance and control measures on all security production materials. Adhere to OHSA regulations and Government Printing Work policies.
- ENQUIRIES** : Mr T Khumalo Tel No: (012) 748 6329