

**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 e-mail addresses under each post
- FOR ATTENTION** : Ms. DD Kgosana / Ms. NW Mathibela, Human Resources Tel No: 012 748 6277 /012 748 6297
- CLOSING DATE** : 24 December 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](http://www.dpsa.gov.za-vacancies), the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the internet at [www.gov.za](http://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 45/23** : **CHIEF ARTISAN: EQUIPMENT MAINTENANCE (GPW 24/16)**
- SALARY** : R455 223 per annum (OSD Model)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 10 qualification plus a completed apprenticeship. Trade Test certificate in a Mechanical-related field. At least 10 years post-qualification experience as an Artisan / Artisan Foreman / Team Leader. 3 years' proven supervisory experience. A valid driver's license is essential. Grade 12 and working in a manufacturing environment will be an advantage. Knowledge of, and experience in OHS, SHERQ and other regulations and policies. Commitment to work shifts. Extending working hours may be required.
- DUTIES** : Ensure efficient maintenance and repair of production equipment. Supervise and lead an engineering maintenance team. Ensure the accurate analysis of equipment specifications and equipment capacity data and determine reliability-centered maintenance schedules. Schedule maintenance to previously established manufacturing sequences and lead times, considering the Maintenance Plan. Participate in the generating of an agreed equipment plan for an 8-week rolling horizon, ensuring maximum machine availability. Ensure the escalating and expediting of operations that delay maintenance schedules. Actively participate in planning meetings to finalise priority of work orders, optimise downtime windows, and reduce production lead times. Ensure the following-up and communicating of the schedule to all resources: maintenance, production, outside services, stores, and engineering. Perform and monitor quality assurance ensuring that all maintenance and repair work is compliant with the standards set by GPW and any regulatory bodies. Confer with department supervisors to determine the status and quality of scheduled maintenance. Prepare regular maintenance and repair reports. Assist with the developing, review, implementing and complying with the relevant procedures and policies as required by GPW. Review factors that could affect the quality of maintenance/repair work and put corrective measures in place if required. Prepare maintenance and repair reports. Supervise Safety, health,

		environment, risk, and quality (SHERQ) in the Division and ensure compliance with all OHS&A safety requirements.
<b><u>ENQUIRIES</u></b>	:	Mr T Tsebe, Tel. (012) 748 6288
<b><u>APPLICATIONS</u></b>	:	Email address is <a href="mailto:Artisan2416@gpw.gov.za">Artisan2416@gpw.gov.za</a>
<b><u>POST 45/24</u></b>	:	<b><u>CHIEF ARTISAN: SERVICES MAINTENANCE (GPW 24/17)</u></b>
<b><u>SALARY</u></b>	:	R455 223.per annum (OSD Model)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 10 qualification plus a completed apprenticeship. Trade Test certificate in an Electrical-related field. At least 10 years post-qualification experience as an Artisan / Artisan Foreman / Team Leader. 3 years proven supervisory experience. A valid driver's license is essential. Grade 12 and working in a manufacturing environment will be an advantage. Knowledge of, and experience in OHS, SHERQ and other regulations and policies. Commitment to work shifts. Extending working hours may be required.
<b><u>DUTIES</u></b>	:	Ensure efficient maintenance and repair of production equipment. Supervise and lead an engineering maintenance team. Ensure the accurate analysis of equipment specifications and equipment capacity data and determine reliability-centered maintenance schedules. Schedule maintenance to previously established manufacturing sequences and lead times, considering the Maintenance Plan. Participate in the generating of an agreed equipment plan for an 8-week rolling horizon, ensuring maximum machine availability. Ensure the escalating and expediting of operations that delay maintenance schedules. Actively participate in planning meetings to finalise priority of work orders, optimise downtime windows, and reduce production lead times. Ensure the following-up and communicating of the schedule to all resources: maintenance, production, outside services, stores, and engineering. Perform and monitor quality assurance ensuring that all maintenance and repair work is compliant with the standards set by GPW and any regulatory bodies. Confer with department supervisors to determine the status and quality of scheduled maintenance. Prepare regular maintenance and repair reports. Assist with the developing, review, implementing and complying with the relevant procedures and policies as required by GPW. Review factors that could affect the quality of maintenance/repair work and put corrective measures in place if required. Prepare maintenance and repair reports. Supervise Safety, health, environment, risk, and quality (SHERQ) in the Division and ensure compliance with all OHS&A safety requirements.
<b><u>ENQUIRIES</u></b>	:	Mr T Tsebe, Tel. (012) 748 6288
<b><u>APPLICATIONS</u></b>	:	Email address is <a href="mailto:Artisan2417@gpw.gov.za">Artisan2417@gpw.gov.za</a>
<b><u>POST 45/25</u></b>	:	<b><u>ARTISAN FOREMAN: MECHANICAL SERVICES MAINTENANCE (GPW 24/18)</u></b>
<b><u>SALARY</u></b>	:	R362 130.per annum (OSD Model)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in a Mechanical-related field. At least 5 years' post apprenticeship appropriate experience. A valid driver's license. Grade 12 and working in a manufacturing environment will be an advantage Willingness to work shifts. Extended working hours may be required.
<b><u>DUTIES</u></b>	:	Ensure efficient supervision and organisation of mechanical services maintenance activities. Supervise a team of Engineering officials. Plan and organise work to achieve and meet service standards. Undertake job assessments and determine material requirements. Inspect services and provide reports to meet required formats and standards. Develop inspection schedules in line with service standards and manufacturer recommendations. Perform and monitor quality assurance ensuring that all maintenance and repair work is compliant with the standards set by GPW and regulatory bodies. Prepare maintenance and repair reports. Engage different stakeholders to achieve Divisional objectives. Oversee the accurate analysis of services equipment specifications and capacity data. Supervise and control the status of work and backlog for work order submission to work order completion. Ensure the following-up and communication of the schedule to all resources: maintenance, production, outside services, stores, and engineering. Supervise Safety, health, environment, risk, and quality (SHERQ) in the Division and ensure compliance with all OHS&A safety requirements.
<b><u>ENQUIRIES</u></b>	:	Mr T Tsebe, Tel. (012) 748 6288
<b><u>APPLICATIONS</u></b>	:	Email address is <a href="mailto:Artisan2418@gpw.gov.za">Artisan2418@gpw.gov.za</a>

<b><u>POST 45/26</u></b>	:	<b><u>ARTISAN FOREMAN: CTP (GPW 24/19)</u></b>
<b><u>SALARY</u></b>	:	R362 130.per annum (OSD Model)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test Certificate in Electronic Origination. Grade 12 and experience in working in a manufacturing environment will be an advantage. At least 5 years' post apprenticeship (is this correct 5years) appropriate experience. Willingness to work shifts. Extending working hours may be required. Valid driver's license
<b><u>DUTIES</u></b>	:	The producing of computer to plate (CTP) matters. Oversee the day-to-day operations of the CTP section, ensuring smooth and efficient functioning. Implement and enforce quality control standards to ensure accurate and high-quality output of plates. d) Identify and resolve technical issues related to CTP systems, equipment, and software to minimize disruptions in production. e) Oversee the production of plates using CTP technology, including plate imaging, plate processing, and plate inspection. Work closely with the colour management team to ensure accurate colour reproduction on the printed materials. Oversee the reviewing of the content of documents, ensuring it is according to the requirements of the customers. Maintain accurate records and documentation of CTP production activities, performance metrics, and equipment maintenance. The verifying of the correctness and quality of the documents. Collaborate with the prepress section/department to review and prepare digital files for plate production, ensuring they meet printing requirements and standards. Ensuring computers, software and equipment in the section are up to standard for the producing of high-quality documents. Ensure that CTP equipment is properly maintained and serviced to optimize performance and minimize downtime. Comply with all OHS&A safety requirements. Provide administration support and provide inputs on the development of policies and procedures.
<b><u>ENQUIRIES</u></b>	:	Ms H Masilo, Tel. (012) 748 6345
<b><u>APPLICATIONS</u></b>	:	Email address is <a href="mailto:Artisan2419@gpw.gov.za">Artisan2419@gpw.gov.za</a>
<b><u>POST 45/27</u></b>	:	<b><u>ARTISAN (PRODUCTION): EQUIPMENT MAINTENANCE MECHANICAL (GPW/20)</u></b>
<b><u>SALARY</u></b>	:	R230 898. per annum (OSD)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in Mechanical-related field. A valid driver's license. Grade 12 will be an added advantage. Working in a manufacturing environment. Willingness to work shifts. Extending working hours may be required.
<b><u>DUTIES</u></b>	:	Efficient mechanical maintenance and repair of production equipment. Perform routine and breakdown maintenance on various mechanical production equipment to prevent downtime. Provide regular reports to supervisor according to determined timelines and formats. Ensure adherence to specifications, regulations and procedures on work done. Assist in performing root cause analyses on production equipment breakdowns and report thereon. Dealing with the status of work and backlogs for work order submission to work order completion. Perform and monitor quality assurance ensuring that all maintenance and repair work is compliant with the standards set by GPW and regulatory bodies. Perform administrative and related functions. Provide inputs to assist in the preparation of maintenance and repair reports. Adhere to SHERQ processes.
<b><u>ENQUIRIES</u></b>	:	Mr T Tsebe, Tel. (012) 748 6288
<b><u>APPLICATIONS</u></b>	:	Email address is <a href="mailto:Artisan2420@gpw.gov.za">Artisan2420@gpw.gov.za</a>
<b><u>POST 45/28</u></b>	:	<b><u>ARTISAN (PRODUCTION): MECHANICAL SERVICES MAINTENANCE (GPW/21)</u></b>
<b><u>SALARY</u></b>	:	R230 898 per annum (OSD)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in Mechanical related field. A valid driver's license. Grade 12 will be an added advantage. Working in a manufacturing environment. Willingness to work shifts. extending working hours may be required.
<b><u>DUTIES</u></b>	:	Efficient mechanical maintenance and repair of production services. Perform routine and breakdown maintenance on various mechanical production equipment to prevent downtime. Provide regular reports to supervisor according to determined timelines and formats. Ensure adherence to

specifications, regulations and procedures on work done. Assist to perform root cause analyses on service equipment breakdowns and report thereon. Dealing with the status of work and backlogs for work order submission to work order completion. Perform and monitor quality assurance ensuring that all maintenance and repair work is compliant with the standards set by GPW and regulatory bodies. Perform administrative and related functions. Provide inputs to assist in the preparing of maintenance and repair reports. Adhere to SHERQ processes.

**ENQUIRIES**  
**APPLICATIONS**

: Mr T Tsebe, Tel. (012) 748 6288  
: Email address is [Artisan2421@gpw.gov.za](mailto:Artisan2421@gpw.gov.za)