

GOVERNEMENT 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** : Please forward your application, quoting the relevant reference number, and email to recruitment@gpw.gov.za or alternatively in exceptional circumstances forward 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** : 25 September 2020, 12:00 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, A detailed covering letter, 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. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated 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. Success 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.

OTHER POSTS

- POST 21/95** : **SHAREPOINT ADMINISTRATOR REF NO: (GPW20/20)**
Chief Directorate: Information Communication Technology
- SALARY** : R733 257 per annum (all-inclusive package), Level 11
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 and a relevant IT NQF 6 qualification with 5 -7 years applicable. Expensive knowledge in installing, configuring and troubleshooting Microsoft SharePoint 2010 or higher. Knowledge in building extranets, Microsoft SQL administration and troubleshooting, Experience using SharePoint designer, knowledge of workflow tools such as K2/Nintex and MS Dynamics. Good knowledge of Microsoft CRM.
- DUTIES** : Install and configure SharePoint infrastructure. Plan, design and implement SharePoint security including, but not limited to, authentication, security roles, user groups, audiences and item level security, Plan, design and implement SharePoint data protection, backup and recovery, Assist with evaluating new SharePoint technologies and recommend best-practice solutions, Troubleshoot functional and technical incidents occurring within SharePoint, Plan and design improvements to SharePoint performance as directed, Perform corrective SharePoint administration, configuration and maintenance as required, Create documentation for any function performed under any competency as directed, Plan, design, implement and modify navigational and aesthetic changes to SharePoint pages as directed, Create and configure workflows and the troubleshooting thereof, Manage and administer MS CRM. Ensure solutions require minimal training to the end user while maintaining high reliability and usability. Plan and execute SharePoint end user training.

Maintain technical documentation that supports the systems. Analysis reporting for the purpose of capacity planning, Guide record management processes and procedures.

ENQUIRIES : Mr. A. Apleni Tel No: (012) 748 6090

POST 21/96 : **SYSTEMS ADMINISTRATOR: 2ND LEVEL SUPPORT REF NO: (GPW20/21)**

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 and a relevant 3-year tertiary qualification in Computer Science/Information Technology/ Business Information Systems or equivalent qualification with 3 - 5 years' applicable experience. Supervisory experience will be an added advantage.

DUTIES : Provide 2nd level support on all ICT issues escalated from the 1st line support and ensure calls are resolved within SLA. Ensure effective user access management on both Active directory and the financial system/s. Ensure that major incidents are escalated to ICT 3rd level support and management timeously. Partake in developing standard operating procedures documentation. Assist the Virtual Infrastructure specialist to do daily health checks on the virtual environment and the administration thereof, mainly VMWare View. Do daily monitoring and checks on all the environmental controls for the GPW main datacenters. Assist Virtual Infrastructure specialist manage and monitor backups. Ensure troubleshooting of failed backups. Test backups restores and escalated problems to 3rd line support. Partake in commissioning and deployment of new servers to the environment. Configure and install new application software and patches. Document key problems and their solutions for future reference. Training of junior staff and engaging in research activities. Ensure that new servers are created in line with GPW standards. Carry out functions competently and strictly in accordance with GPW-ICT policies and procedures. Ensure change control process are adhered to when making changes on the production infrastructure. Ensure backup tapes are rotated timeously and sent to offsite storage as per the schedule. Partake in the design and implementation of disaster recovery sites, and business continuity processes.

ENQUIRIES : Mr. G Mahlangeni Tel No: (012) 748-6091

POST 21/97 : **IT TECHNICIAN REF NO: (GPW20/22) (X2 POSTS)**

SALARY : R257 508 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : Relevant Degree/National Diploma in Information Technology/Computer Science/ Information Systems or equivalent NQF level 6 qualification or Grade 12 plus CompTIA A+, N+, or any relevant Systems Support Certification and 2-3 years' ICT end user support experience and understating of Service Desk environment is required. Valid Code B driver's license.

DUTIES : Respond/resolve end user requests/problems in a prompt/professional manner. Inform end user of actions required to resolve problem. Follow-up complaints of requests not resolved. Assists with the deployment of end user peripherals as well as workstation. Complete special projects as assigned or assists other team members in the completion of projects or support issues as necessary. Manage all open issues and requests. Support and maintain end user problems, troubleshooting and handle multiple priorities simultaneous. Prioritize, identify, research, and resolve technical problems. Troubleshoot functional and technical incidents occurring within GPW technical environment. Excellent working knowledge of computerized production systems. Evaluate and resolve all end user peripherals issues related to hardware and software issues. Escalate warranty repairs for peripherals to appropriated vendor call centres. Assists in network connectivity to all GPW offices and remote offices. Provide support to users on technical related issues peripheral support for computers (Desk & Laptops) printers, scanners, IP phones, etc. Provide support for multifunction and high-volume printers (print, fax, scan). Apple Macintosh support. Provide basic troubleshooting of corporate networks such as but not limited to local area network (LAN), wide area network (WAN), metropolitan area network (MAN), 3G & WiFi. Follow up on priority calls. Update and maintenance of knowledge base and Technical documents. Monitoring of calls to maintain effective service support. Plan and perform

- appropriate procedures, documentation, inventory assessment, and other procedures related to ICT.
- ENQUIRIES** : Mr. G Mahlangeni Tel No: (012) 748-6091
- POST 21/98** : **CHAIRPERSON OF THE ICT STEERING COMMITTEE**
 The Government Printing Works (GPW), is a Government Component operating under the Executive Authority of the Department of Home Affairs, hereby invites applications from suitably qualified persons to serve as Chairperson of the ICT Steering Committee.
- SALARY** : The remuneration shall be in line with the Accounting Authority approved remuneration policy aligned to National Treasury remuneration directives. Schedules in this regard are issued annually with specific hourly rates. All other refundable expenses are based on the GPW's related policies in line with the National Treasury guidelines.
- CENTRE** : Government Printing Works
- REQUIREMENTS** : Applications are invited from individuals who meet the following criteria: A post graduate qualification in Information Technology or related studies. Strong ICT Governance experience. Candidates should demonstrate experience in serving committees, especially in the government sector. The ability to dedicate time to the activities of the ICT. Preference will be given to candidates with previous membership serving in Information Technology steering member.
- DUTIES** : The Information Technology Steering Committee servers as an advisory committee to the Chief Executive Officer and the Executive Management of GPW and perform duties in terms of the: CGICIT Terms of Reference/Charter of the Information Technology Steering Committee. The committee also reports the activities to Executive Committee (EXCO). The successful candidates will be appointed for an initial period of (1) year. GPW reserves the right to review this period as and when necessary, and may with the approval of the Executive Authority, terminate the services of a person serving as Chairperson of the ICT Steering Committee at any given time during their tenure.
- ENQUIRIES** : Mr. A. Apleni Tel No: (012) 748 6090