



CENTLEC

REG NO 2003/011612/30

CENTLEC (SOC) LTD

INTERNAL / EXTERNAL VACANCY BULLETIN – NO. 12/2025

Applications must be sent to the email address provided and reference must be made against a particular post, be accompanied by a Curriculum Vitae, Certified Copies of Qualifications, a Driver's License, (where applicable) and Identity Document. Certification must not be older than six months. An applicant MUST complete the prescribed CENTLEC (SOC) LTD Employment application form, failure to adhere to the contents of this advert will lead to applications being disqualified. **ALL COSTS ASSOCIATED WITH AN APPLICATION WILL BE BORNE BY THE APPLICANT. FOR RE-ADVERTISEMENTS, THOSE WHO PREVIOUSLY APPLIED SHOULD RE-APPLY.**

CENTLEC (SOC) Ltd is an equal opportunity Employer, therefore will take into consideration the objectives of Sec, 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108/1996) and the Employment Equity Act, 1998 (Act 55/1998) in filling of these vacancies. The Entity is an equal opportunity affirmative action employer. All appointments will be made in line with CENTLEC (SOC) Ltd's Employment Equity plan. CENTLEC (SOC) Ltd support the recruitment and advancement of individuals with disabilities. For us to fulfil this purpose, candidates can disclose their disability information on a voluntarily basis. The Company will keep this information confidential unless we are required by law to disclose this information to other parties.

APPLICANTS MUST NOTE THAT FURTHER CHECKS WILL BE CONDUCTED ONCE THEY ARE SHORTLISTED AND THAT THEIR APPOINTMENT IS SUBJECT TO POSITIVE OUTCOMES ON THESE CHECKS, WHICH INCLUDES SECURITY CLEARANCE, SECURITY VETTING, QUALIFICATION VERIFICATION AND CRIMINAL RECORDS VERIFICATION. APPLICANTS WILL BE REQUESTED TO GIVE THE ENTITY CONSENT TO VERIFY THEIR QUALIFICATIONS, FAILURE WHICH THEIR APPLICATION WILL BE DISQUALIFIED.

The closing date in respect of these positions will be **7th of November 2025 @ 16H00. PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.**

Please note that if you do not receive any correspondence from the Entity, regarding your application, within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful. **CENTLEC RESERVES THE RIGHT NOT TO FILL ANY OF THESE ADVERTISED POSTS. PLEASE NOTE THAT THE ENTITY WILL UNDER NO CIRCUMSTANCES REQUEST APPLICANTS TO PAY MONIES IN ORDER TO BE APPOINTED TO THE ADVERTISED POSITIONS. NO HAND DELIVERED APPLICATIONS WILL BE ACCEPTED.**

Please note that this vacancy bulletin consists of **71 positions.**

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
1.	ELECTRICIAN // SENIOR TEN (10) POSTS <u>SALARY GRADE:</u> 009 // 08/1 – R 378 144 – 449 268 EXTERNAL	ENGINEERING WIRES: (8) ENGINEERING RETAIL (2)	<u>Qualifications:</u> N2 with a completed Apprenticeship and/or qualified as an Electrician (Trade Certificate) a Code EC1 Driver's License and a Professional Driving Permit. <u>Experience:</u> One to Two years of appropriate experience will serve as a recommendation. <u>Core description:</u> The successful candidate will be responsible for the following functions: • Commissioning of new equipment. (Cables, transformers, switch gear, etc.) • Testing of equipment (Cables, transformers, switch gear, etc.) • Fault location on all equipment (Cables, transformers, switch gear, etc.) • Earth resistance testing. • The daily functions at the section. • He/she will also assist other electricians in the section with the execution and completion of projects as well as to achieve the KPI objectives. <u>Other requirements:</u> Required to perform shift work in Power Failure section	Email: employ1@centilec.co.za or employ2@centilec.co.za or employ3@centilec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
2.	ENGINEERING ASS//SNR//FIRST FOUR (4) POSTS SALARY GRADE: 009- 008//007//006 R 378 144 – 661 944 INTERNAL/EXTERNAL RE-ADVERTISEMENT	ENGINEERING WIRES DIVISION: PLANNING	<u>Qualifications:</u> National Diploma in Electrical Engineering (Heavy current). <u>Experience:</u> Three to Five (3-5) years experience in the Electrical distribution environment. <u>Core description:</u> The successful candidate will be responsible for the following functions but not limited to: - To analyse and assess the power system's performance regularly to maximise reliability and availability of the needed electrical capacity. - To identify, list, implement and manage strategic upgrading and network strengthening programs as prescribed by Chief Engineering Assistant - Oversee designs for all new as well as for all upgrading of existing protection systems - Ensure that all the correct size of the electrical equipment is chosen for the different applications and requirements - Ensure that all the correct size of the electrical equipment is tested and commissioned, and the appropriate documentation completed - Oversee those strategies and procedures implemented to ensure the best engineering practices that conform to the safety and technical standards. - Ensure that personnel under his/her supervision perform within the Conditions of Employment.	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

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3.	ENGINEERING ASS//SNR//FIRST ONE (1) POST <u>SALARY GRADE:</u> 008//007//006 R 438 396 – 661 944 INTERNAL/EXTERNAL	ENGINEERING WIRES DIVISION: BOTSHABELO	<u>Qualifications:</u> National Diploma in Electrical Engineering (Heavy current). <u>Experience:</u> Three to Five (3-5) years experience in the Electrical distribution environment. <u>Core description:</u> The successful candidate will be responsible for the following functions but not limited to: • To analyse and assess the power system's performance regularly to maximise reliability and availability of the needed electrical capacity. • To identify, list, implement and manage strategic upgrading and network strengthening programs as prescribed by Chief Engineering Assistant • Oversee designs for all new as well as for all upgrading of existing protection systems • Ensure that all the correct size of the electrical equipment is chosen for the different applications and requirements • Ensure that all the correct size of the electrical equipment is tested and commissioned, and the appropriate documentation completed • Oversee those strategies and procedures implemented to ensure the best engineering practices that conform to the safety and technical standards. • Ensure that personnel under his/her supervision perform within the Conditions of Employment.	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

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4.	ELECTRICIAN // SENIOR FOUR (4) POSTS SALARY GRADE: 009 // 08/1 – R 378 144 – R 449 268 EXTERNAL	ENGINEERING WIRES DIVISION: BOTSHABELO	<u>Qualifications:</u> N2 with a completed Apprenticeship and/or qualified as an Electrician (Trade Certificate) a Code EC1 Driver's License and a Professional Driving Permit. <u>Experience:</u> One to Two years of appropriate experience will serve as a recommendation. <u>Core description:</u> The successful candidate will be responsible for the following functions: • Commissioning of new equipment. (Cables, transformers, switch gear, etc.) • Testing of equipment (Cables, transformers, switch gear, etc.) • Fault location on all equipment (Cables, transformers, switch gear, etc.) • Earth resistance testing. • The daily functions at the section. • He/she will also assist other electricians in the section with the execution and completion of projects as well as to achieve the KPI objectives. <u>Other requirements:</u> Required to perform shift work in Power Failure section	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

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5.	ENGINEERING ASS//SNR//FIRST THREE (3) POSTS SALARY GRADE: 008//007//006 R 438 396 – 661 944 INTERNAL/EXTERNAL	ENGINEERING RETAIL DIVISION: TRADING SERVICES	<u>Qualifications:</u> National Diploma in Electrical Engineering (Heavy current). <u>Experience:</u> Three to Five (3-5) years experience in the Electrical distribution environment. <u>Core description:</u> The successful candidate will be responsible for the following functions but not limited to: • Install Statistical Meters • Install Power Quality instruments • Refurbish Statistical meters • Plan projects and execute projects as required • Commission Statistical meters as required • Analyse the Power Quality data from the instruments and produce reports on the Quality of Supply monthly • Analyse the statistical meters data and determine the distribution losses on the network • Assist with restoration of any communication issues regarding the statistical meters. • Assist with restoration of any communication issues regarding the power quality instruments • Supplying the Finance Department with the necessary assistance and technical assistance. • Receiving and handling of bulk metering complaints received from the Automated Meter Reading Systems. • Inspection of existing Bulk Meter installations. • Commissioning of new installations and quality of supply installations	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

			- Managing and administering bulk meter connections - Provide Support regarding meter reading software fault conditions <u>Additional Requirements:</u> - Computer Literacy: MS Office	
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6.	SUPERVISOR: FLEET TECHNICAL TWO (2) POST SALARY GRADE: 007 R 513 540 – 551 724 INTERNAL/EXTERNAL	ENGINEERING WIRES DIVISION: FLEET MANAGEMENT	<u>Qualifications:</u> N3 and Qualified Diesel Mechanic Read Seal Trade Test Certificate. Valid National Driver's License (EC and valid PDP) <u>Experience:</u> Five (5) years of experience as a mechanic and post qualification relevant experience <u>Core description:</u> The successful candidate will be responsible for the following functions but not limited to: Plans, prioritises, coordinates and schedules Fleet Maintenance Division maintenance work - Analysing resource requirements against requisitions, work orders, job cards and time frames with a view to optimising utilisation and achieving cost effectiveness. - Providing input into the procurement/purchasing of tools/equipment with a view of optimizing utilization and achieving cost effective and uninterrupted services. - Interprets and coordinates specific pre-work requirements with regard to repairs and planned/predictive maintenance sequences and guided the activities. - Preparing priority programmes for execution, conducting briefing sessions with personnel and/or contractors, explaining requirements and outcomes. - Responding to urgent/unscheduled work requests and providing - Assessing the adequacy of procedures, systems and controls associated with vehicle, plant,	Email: employ4@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

			equipment and material availability and utilisation. • Approving and verifying repairs of CENTLEC fleet and equipment within delegated powers. • Investigating accidents/incidents with a view to accurately describing and detailing sequences for reporting and updating of registers and records. • To participate as required in internal or external warranty claims investigations.	
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POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
7.	ENGINEERING ASS//SNR//FIRST NINE (9) POSTS <u>SALARY GRADE:</u> 008//007//006 R 438 396 – 661 944 INTERNAL/EXTERNAL	ENGINEERING WIRES DIVISION: NETWORK OPTIMIZATION DIVISION : ENERGY AND NETWORK CONTROL	<u>Qualifications:</u> National Diploma in Electrical Engineering (Heavy current). <u>Experience:</u> Three to Five (3-5) years experience in the Electrical distribution environment. <u>Core description:</u> The successful candidate will be responsible for the following functions but not limited to: • To analyse and assess the power system's performance regularly to maximise reliability and availability of the needed electrical capacity. • To identify, list, implement and manage strategic upgrading and network strengthening programs as prescribed by Chief Engineering Assistant • Oversee designs for all new as well as for all upgrading of existing protection systems • Ensure that all the correct size of the electrical equipment is chosen for the different applications and requirements • Ensure that all the correct size of the electrical equipment is tested and commissioned, and the appropriate documentation completed • Oversee those strategies and procedures implemented to ensure the best engineering practices that conform to the safety and technical standards. • Ensure that personnel under his/her supervision perform within the Conditions of Employment.	Email: employ1@centilec.co.za or employ2@centilec.co.za or employ3@centilec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
10.	SCADA SPECIALIST ONE (1) POST <u>SALARY GRADE:</u> 005 R 682 776 – 745 176 INTERNAL/EXTERNAL	ENGINEERING WIRES DIVISION : NETWORK OPTIMISATION	<u>Qualifications:</u> Grade 12, Bachelor of Science in Engineering or Engineering Technology. <u>Experience:</u> At least three to five (3-5) years' experience in the Electrical distribution environment. <u>Core description:</u> The successful candidate will be responsible for the following functions but not limited to: • Performs scheduled inspection and functional test maintenance of SCADA and equipment control systems to insure continued reliability. • Program and configure RTU's, IED's and Flow Computers so point structure aligns with points in the master SCADA system • Assist engineering assistants with SCADA project issues on a daily basis • Designs SCADA scheme logic and originates SCADA systems schematic diagrams for new substations or renovation projects • Performs acceptance, calibration, functional testing and final load checks of SCADA and control schemes for new substations or renovation projects. • Performs factory and site acceptance testing of new substation SCADA equipment. • Maintains, calibrates and repairs the electrical system monitoring equipment located at all transmission and distribution substations. • Provides technical assistance and engineering services to various departments within the	Email: employ1@centilec.co.za or employ2@centilec.co.za or employ3@centilec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

			company and to industrial and commercial customers Provides the field-testing of the recommended SCADA and communication grid installation to ensure adherence to design parameters.	
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11.	MANAGER: BILLING ONE (1) POST SALARY GRADE: 003 R 878 208 – 965 304 EXTERNAL RE-ADVERTISEMENT	FINANCE DIVISION: REVENUE MANAGEMENT	<u>Qualifications</u> A Bachelor's Degree in Financial Management or Accounting <u>Experience:</u> Eight or more years of relevant experience in Financial Management at management level in a local government Finance environment. Knowledge of local government legislation and revenue management practices. Of which 2 years must be on a supervisory level. <u>Core description</u> The successful candidate will be responsible for the following functions but not limited to: - Defining policy and the interpretation of Ordinances and Statutes to subordinates on matters about the division by explaining their meaning to ensure compliance and implementation; - Analyzing and aligning operating capacity and capabilities of the Division to deliver against specific key performance areas; - Evaluating the strengths, weaknesses, opportunities, and threats arising from the operational activities and deliverables. Reporting same for perusal of the General Manager; - Preparing and presenting reports relating to the status of the entity's revenue programme and statistics to the General Manager for submission to the Chief Financial Officer in order to ensure that proper actions and recommendations are made timeously on information submitted. - Authorizing Nersa-approved tariffs captured on the system; - Monitoring the application of tariffs on accounts to correct approved tariffs as per	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

		- the applicable tariffs policy; - Analyzing the accounting records/entries to ensure that the billed revenue is properly recorded and accounted for; - Monitoring the accuracy of accounts rendered to consumers and the provision thereof timeously; - Monitoring the stand synchronization process in the billing database; - Monitoring consumption patterns of meters and escalation of meters standing still to the metering division for an investigation to reduce revenue losses; - Coordinating activities relating to billing with specific departments i.e. metering, and tariff divisions. - Monitoring the opening and closing of consumer accounts and payment of appropriate deposits by applicants. - Monitoring the entity's bank accounts for proper and timely allocation of cash received; - Monitoring of the timely addition and removal of meters in the system. - Analyzing accounting records and approving the processing of adjustments through journal entries, reconciliation and posting of revenue to the sub-ledger; - Providing management comments and responses to audit queries relating to revenue. - Developing appropriate customer relations management procedures, systems and processes aligned to approved policies; - Monitoring the dissemination of correct information regarding the services offered by the entity; - Contributing to the upliftment of service delivery through offering quality services at the counter; - Instilling good customer care practices at the services counter (a "can do" attitude, prepared to help customers willingly and positively); - Portraying a good image of the entity through appropriate customer service practices;	
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			• Promoting a welcoming environment where colleagues, clients and customers receive great service. • Implementing controls to monitor debtor accounts according to approved policies and procedures as well as applicable legislation; • Directing the debtor transactional processing sequences, attending to approval requirements for settlement provisions, updating and reporting on the status of the entity's collection progress and debt book; • Monitoring the debtor's age analysis to determine progress with recovery and/or seeking reasons for non-compliance; • Analyzing the debt book to identify debts that need to be handed over for legal processes as per the Credit Control Policy and identifying irrecoverable debts; • Preparing motivation reports for irrecoverable debt that needs to be written off for approval.	
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POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
12.	SCM PRACTITIONER FOUR (4) POST <u>SALARY GRADE:</u> 006 R 560 304 - 661 944 INTERNAL / EXTERNAL RE-ADVERTISEMENT	FINANCE DIVISION: LOGISTICS, WAREHOUSING & DISPOSAL - Acquisition (3) - Contract and - Performance Monitoring (1)	<u>Qualifications</u> A relevant three-years (3) tertiary qualification in SCM/Logistics/Procurement/Accounting and Computer Literacy MS Office. <u>Experience:</u> At least three to five (3-5) years within municipal environment <u>Core description</u> The successful candidate will be responsible for the following functions but not limited to: • Ensure that procedural requirements are interpreted and implemented to enable consistent application of the Supply Chain Management Policy and processes in order to promote quality and fairness and that all strategic goals and objectives are implemented and adhered to. • Ensure complete planning process to ensure effective service delivery and adherence to the budget and demand planning; and to ensure the municipality receives value for money in increasing efficiencies and reducing costs. • Ensure a complete planning process is in order to ensure effective service delivery and adherence to the budget. Ensure that correct procedures are followed and to ensure safe record keeping. • Ensure that all issues addressed are communicated properly to all role players and good governance, ethics and values in Supply Chain Management are adhered to. • Ensure that Supply Chain Management	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

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| | | <p>Policies are adhered to, and the conditions enforced and to comply with the regulatory framework to ensure proper implementation</p> <ul style="list-style-type: none"> • Ensure that all audit related matters are attended to and that where necessary, remedial action is taken and instituted, and that supply chain management procedures and processes are aligned to agreed audit outcomes. • Ensure best practice processes are implemented and interdepartmental issues are addressed immediately. • Provide support and advice to management by ensuring the maintenance of accurate information for decision making purposes. • Ensure that accurate and relevant advice is provided and adhered to. • Ensure procurement of goods and services; as well as construction projects are in line with applicable legislation. • Ensure compliance with legislative framework and requirements and to enhance the operational efficiency and effectiveness of the supply chain management processes and procedures. • Ensure processes and procedures are established to enable planning and alignment of outcomes to meet critical functional objectives. • Ensure retrospective analysis of the supply chain management system linked to regulatory reports and submissions on the implementation of the supply chain management policy. • Ensure an effective contract management process in terms of SCM policy. Failure to ensure that above will lead to non-compliance and may lead to disciplinary |
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			proceedings if services is not of good quality and necessary control measures was not implemented to ensure performance. • Ensure accurate information are provided for management purposes. • Ensure and monitor laid down policies, reporting requirements and best practice procedures are complied with. To ensure an effective reporting as required by National Treasury. • Ensure that necessary processes are followed to address the above. • Ensure positive relationships are maintained by contributing to the efficiency and effectiveness of the functionality to support specific requirements and outcomes. • Ensure human resources needs are identified and attended to, supporting the accomplishment of laid down objectives and compliance with specific standards in terms of productivity and performance. • Ensure that the health and safety requirements are adhered to as per the prescribed regulations.	
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13.	PROTECTION SPECIALIST ONE (1) POST <u>SALARY GRADE: 005</u> R 682 776 - 745 176 INTERNAL/EXTERNAL	ENGINEERING WIRES SUPE	<u>Qualifications:</u> Grade 12, B.Sc. or B-Tech or National Higher Diploma Electrical Engineering Heavy Current <u>Experience:</u> Must have at least five (5) years' experience of electrical utility protection systems. Registration with ECSA as Professional Engineer or Technologist <u>Core description:</u> The successful candidate will be responsible for the following: • Reviews project design drawings and verifies field wiring to insure strict adherence to proper relaying practices and CENTLEC (SOC) Ltd Standards and Procedures. • Provides engineering support on site and directs various operating and construction personnel to insure that all substation electrical protection equipment is installed, tested and operates correctly. • Designs protection scheme logic and originates protective relaying schematic diagrams for new substations or renovation projects. • Performs acceptance, calibration, functional testing and final load checks of protective relays and control schemes for new substations or renovation projects. • Performs factory and site acceptance testing of new substation equipment (power transformers, high voltage circuit breakers, instrument transformers, voltage regulators, circuit reclosers, capacitor banks, motor operated switches and protection equipment). • Performs scheduled inspection and functional test maintenance of protective relays and equipment control systems to insure continued	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

			- reliability. - Maintains, calibrates and repairs the system monitoring equipment (Injection Sets, Transformer Testing Equipment, Digital Fault Recorders and Sequential Event Recorders) located at critical transmission substations. - Maintains, calibrates and repairs the electronic controls used in voltage regulating, power factor correction and circuit reclose equipment. - Provides technical assistance and engineering services to various departments within the company and to industrial and commercial customers - Documents all equipment test data and maintains the most current version of substation electrical prints. - Provides the field-testing of the recommended electrical protection grid installation to insure adherence to design parameters. - Conducts substation power transformer loading and voltage surveys and maintains system distribution voltage levels in proper adjustment. - Provides training, assistance, and sets positive example for engineering assistants. - Responds anytime, day or night, to investigate and provide solutions to field problems with protective relaying control schemes or other substation equipment. <u>Other Requirements:</u> - Effective Communication Skills - Administrative orientated - Reading and Writing Skills - Healthy human relations - Computer Literacy Registration with ECSA as Professional Engineer or Technologist will be an added advantage	
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14.	LEARNER//OPERATIONAL TECHNICIAN//SNR FIVE (5) POSTS <u>SALARY GRADE:</u> 009//008//007 R 378 144 – R 430 212 // R 438 396 – R 482 016 // R 513 540 – R 551 724 INTERNAL/EXTERNAL	ENGINEERING WIRES DIVISION: ENERGY AND NETWORK CONTROL	<u>Qualifications:</u> National Certificate in Electrical Engineering or S4 or National Certification Technical or N6 and be a Senior Electrician with two (2) years' experience. <u>Experience:</u> Three (3) years' experience in the Electrical Engineering field. <u>Core description:</u> The successful candidate will be responsible for the following functions: • Monitor the distribution network for changes in state. Identify abnormal conditions, interpret alarms and initiate corrective action to ensure network stability. • Record keeping, analysis and reporting of network capacity and loading to avoid network overloading and power failures. • Eliminate erroneous and dangerous switching procedures with the use and frequent updating of network mimic diagrams. • To take control of switching operations during planned or abnormal network conditions to restore power to customers in the shortest possible time while not compromising on safety of people or equipment. • Compiling and issuing network switching instructions to ensure safe and correct switching procedures. • Receiving, resolving, record keeping and analysis of customer complaint by dispatching field personnel and updating a complaint	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

			database to maximize served energy. - Record keeping and updating of the permit and permit lock system to ensure safety of personnel. <u>Other Requirements:</u> - Effective communication skills - Administrative orientated - Reading and writing skills - Healthy human relations - Computer literacy (Microsoft) - Ability to be multilingual	
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15.	CHIEF ACCOUNTANT ONE (1) POST <u>SALARY GRADE:</u> 005 R 682 776 - 745 176 INTERNAL / EXTERNAL	FINANCE DIVISION: FINANCIAL MANAGEMENT AND SUPPORT Internal Control Checks	<u>Qualifications</u> B.Com / B.Tech in Financial Accounting <u>Experience:</u> At least five to eight (5-8) years within municipal environment of which two (2) years should be of a supervisory role. <u>Core description</u> The successful candidate will be responsible for the following functions but not limited to: - Develop financial policies and procedures and put in place controls to monitor the budget line accounts. - Manage and monitor the trial balances (financials) through proper bank reconciliations and cash-flow forecasting. - Ensure that all monthly budget accounts adherence to accounting policies, general accepted accounting practices and reporting disclosure requirements. - Advise the Manager FMS on all monthly budget accounts regarding all Income Tax, VAT, EMP, SDL legislation and implementation thereof. Ensure that reports are compliant for submission to the Manager FMS: - Monthly management and financial accounts pack, - Compliance Checklist with all the non-compliant transactions that needs urgent attention.	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626 / 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

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			- Provisional projected Cash-flows - Interest incurred calculation and the fruitless and wasteful process to follow. - Computing the deviation values and ensure such is inline with the applicable SCM regulations to avoid irregular expenditure. - Manage accounts receivable and ensure that invoices are sent out timeously to the relevant stakeholder. - Authorised payments to service providers and reconcile payments against the services and or goods rendered. • Develop and implement sound liability and asset management strategies.	
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16.	CHIEF ACCOUNTING CLERK TWO (2) POST <u>SALARY GRADE: 008</u> R 438 396 - 482 016 INTERNAL / EXTERNAL	FINANCE DIVISION: FINANCIAL MANAGEMENT AND SUPPORT - Internal Control Checks (Compliance)	<u>Qualifications:</u> A Higher certificate or National Diploma with financial accounting as a major subject <u>Experience:</u> At least Two (2) years' experience in a finance environment. <u>Core description</u> The successful candidate will be responsible for the following functions and not limited to: • Ensure that all requests for payment are compliant to all applicable regulation and legislations. • Maintain a contract compliance register to ensure correct contract payments are paid and follows all standard operating procedures. • Ensure that payment of any employee related claims is in accordance with the approved policies upon receipt of correct and authorised requests. • Verification of all transactions processed on the financial system and payroll system to validate accuracy and completeness. • Attend to all queries from service providers and officials regarding financial management related transactions. • Ensure that creditors are paid on time and ensure that payment is made on the correct tax invoices that are compliant to all payment requirements and required legislation. • Ensure that employees are paid on time and ensure that all remuneration payments are made accordingly to the basic conditions of employment act.	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

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POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
17.	ASSISTANT ACCOUNTANT ONE (1) POST SALARY GRADE: 007 R 513 540 - 551 724 INTERNAL / EXTERNAL	FINANCE FINANCIAL MANAGEMENT - Payroll Section	<u>Qualifications:</u> A relevant three (3) year qualification, preferably a National Diploma with financial Accountant <u>Experience:</u> At least Two (2) years' experience in Payroll. <u>Core description:</u> The successful candidate will be responsible for the following functions but not limited to: • Oversee capturing and authorizations of new appointments, promotions; sectional transfers and of pension funds on Payroll system • Ensure compliance to all relevant tax legislation and ensure payment of PAYE and SITE to SARS • Calculating the leave money and prorate bonus; • Capturing year to date information on the relevant Tax site form; • Addressing audit queries and provide necessary information (internal and external); • Training of new staff to familiarize them with their duties at salaries; • Compiling of monthly recon; • Implementing the third-party payments (medical aid, pensions, garnishes, and	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

			others). Check whether GL tally with payday system; and Salary recon. • Ensure that salary and allowance payments are correctly computed and are accurate. • Calculating and capturing of fixed and running costs of employees qualifying for transport allowance; • Addressing queries related to deductions and allowances and provide explanations to calculations; • Issue directives via the Accountant Payroll in terms of new procedures, policies and processes regarding payroll. • Ensure safe keeping of all documents regarding payroll for future reference and audit purposes.	
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POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
18.	ASSISTANT ACCOUNTANT TWO (2) POST SALARY GRADE: 007 R 513 540 - 551 724 INTERNAL/EXTERNAL	FINANCE DIVISION: COUNTER SERVICES	<u>Qualifications</u> National Diploma in Accounting, Finance or Diploma in Municipal Finance Management <u>Experience:</u> At least two to three years (2-3) of relevant experience in a local municipal environment and knowledge of local government legislation <u>Core description</u> The successful candidate will be responsible for the following functions but not limited to: • Assist customers with the computation of the deposit payable on opening accounts as per policies. • Assist customers with the completing all compulsory information required by the application forms for installation, termination, variation of service, or even on arrangements for settling overdue accounts to ensure that the required information is complete. • Opening new accounts and ensuring that proper documentation accompanies the application forms. • Processing of applications for refunds and ensuring that proper documentation accompanies the application for refunds. • Assist customers with all queries on accounts and escalate same to relevant divisions for execution. • Monitor the progress of customer queries and provide regular updates and feedback to customers on the progress regarding their queries. • Assist with telephonic inquiries.	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626 / 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
19.	PERFORMANCE COORDINATOR TWO (2) POST <u>SALARY GRADE:</u> 007 R 513 540 – 551 724 INTERNAL/EXTERNAL	PERFORMANCE AND COMPLIANCE DIVISION: ORGANIZATIONAL PERFORMANCE MANAGEMENT	<u>Qualifications:</u> Grade 12 and a National Diploma in Business management or Administration / Public management or Administration/ internal Audit or / NQF level 7 <u>Experience:</u> At least three to five (3-5) years of progressively responsible experience in monitoring and evaluation in the public or private sector. <u>Core description:</u> The successful candidate will be responsible for the following functions but not limited to: <u>Organizational Performance</u> To monitor and evaluate the organisational performance. • Develop SDBIP monthly and quarterly reporting templates and submit to directorates to report their performance information. • Implementing policies and strategies for the development of departmental performance plans. • Receive, review, and verify the monthly and quarterly performance reports from directorates. • Ensuring compliance with internal and external audit requirements. • Compile quarterly, mid-year and annual organisational performance assessment reports to be presented to EXCO, Audit & Risk Board Committee and Board of Directors. • Compiling the annual performance report of the entity • Representing the entity at meetings associated with the above duties. Performance and Management To facilitate and monitor the implementation of performance management processes throughout the	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

			organization. • Ensuring communication and information flows within different departments for the purposes of coordination and integration. • Assisting with the development, implementation, and monitoring of the SDBIPs and other reports. Coordinating To coordinate all aspects of monitoring and reporting by: • Conducting site visits to various areas to verify the performance reported i.e., erection of high masts lights and other projects. • Verifying that the checklist for each key performance indicator is signed by the Executive Manager as proof of review and validation of portfolio of evidence submitted. • The reviewed departmental and organisational performance reports are timeously submitted to internal and external auditors for regularity audit.	
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POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
20.	REPORTING COORDINATOR TWO (2) POST SALARY GRADE: 007 R 513 540 – 551 724 INTERNAL/EXTERNAL	PERFORMANCE AND COMPLIANCE DIVISION: ORGANIZATIONAL PERFORMANCE MANAGEMENT	<u>Qualifications:</u> Grade 12 and a National Diploma in Business management or Administration / Public management or Administration/ Internal Audit or / NQF level 7 <u>Experience:</u> At least three to five (3-5) years of progressively responsible experience in monitoring and evaluation in the public or private sector. <u>Core description:</u> The successful candidate will be responsible for the following functions but not limited to: <u>Organizational Performance</u> To monitor and evaluate the organisational performance. - Develop SDBIP monthly and quarterly reporting templates and submit to directorates to report their performance information. - Implementing policies and strategies for the development of departmental performance plans. - Receive, review, and verify the monthly and quarterly performance reports from directorates. - Ensuring compliance with internal and external audit requirements. - Compile quarterly, mid-year and annual organisational performance assessment reports to be presented to EXCO, Audit & Risk Board Committee and Board of Directors. - Compiling the annual performance report of the entity - Representing the entity at meetings associated with the above duties. <u>Performance Management</u> To facilitate and monitor the implementation of performance management processes throughout the organization. - Ensuring communication and information flows	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

				within different departments for the purposes of coordination and integration. • Assisting with the development, implementation, and monitoring of the SDBIPs and other reports. • Assisting the departments to respond timeously to the audit queries raised by both internal and external auditors. <u>Coordinating</u> To coordinate all aspects of monitoring and reporting by: • Conducting site visits to various areas to verify the performance reported i.e., erection of high masts lights and other projects. • Verifying that the checklist for each key performance indicator is signed by the Executive Manager as proof of review and validation of portfolio of evidence submitted.
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POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
21.	COMPLIANCE OFFICER ONE (1) POST SALARY GRADE: 007 R 513 540 – 551 724 INTERNAL/EXTERNAL	PERFORMANCE AND COMPLIANCE DIVISION: ORGANIZATIONAL PERFORMANCE MANAGEMENT	Qualifications: Grade 12 , National Diploma and a B. Tech or B.Degree in Business management or Administration / Public management or Administration/ Internal Audit Experience: At least three to five (3-5) years of progressively responsible experience in Compliance environment in the public or private sector. Core description: The successful candidate will be responsible for the following functions but not limited to: Management and monitoring of Compliance To provide operational assistance to management in ensuring compliance with best practice, standards, regulation, and legislation by: • Managing the entity's compliance register and ensuring that management is compliant with the regulations and legislation. • Liaise with Directorates Compliance champions for updating of compliance register for assessment and monitoring for compliance purposes. • Ensuring that the entity complies with internal policies, procedures, regulations, and standards. • Establish, monitor, and maintain the Compliance Risk Management assessments, Compliance framework and other related compliance policies. Identify and address compliance gaps To work towards eliminating breach of compliance and non-compliance by: • Assisting with identifying potential areas of	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

			compliance vulnerability, risk, develop, and implement corrective action plans and recommendations for resolving problematic issues and provide general guidance to avoid non-compliance. • Collaborating with Directorates to direct compliance issues to appropriate structures for investigation and resolution. <u>Compliance Administrative and support function management</u> To provide quality assurance to all Directorates and management with the aim of achieving organizational and strategic goals by: • Assisting with coordination of all regulatory reporting for the entity. • Ensuring that the Portfolio of Evidence (POE) is in alignment with legislation for submission, reporting and best practice. • Communicating with Directorates about any developments or changes within the regulatory environment. • Providing feedback to the Manager with regards to compliance outcomes.	
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POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
22.	SENIOR PERFORMANCE MONITORING AND EVALUATION COORDINATOR TWO (2) POST <u>SALARY GRADE:</u> 006 R 560 304 – 661 944 INTERNAL/EXTERNAL	PERFORMANCE AND COMPLIANCE DIVISION: ORGANIZATIONAL PERFORMANCE MANAGEMENT	<u>Qualifications:</u> Grade 12 and a National Diploma (NQF level 6) in Business management or Administration / Public management or Administration/ internal Audit or related field. <u>Experience:</u> At least four to six years (4-6) year's relevant experience in the municipal environment. <u>Core description:</u> The successful candidate will be responsible for the following functions but not limited to: • Support managers in ensuring that all legislated indicators, as outlined in relevant circulars, laws, and regulations, are included in the SDBIP and accurately reported in the Annual Performance Report (APR). • Ensure that all legislated indicators are properly measured and disclosed in accordance with applicable Technical Indicator Descriptions. • Assist managers and relevant directorates with compiling technical indicator descriptions for municipal indicators • Develop standardized procedures for reviewing monthly and quarterly SDBIP reports. • Assist managers in ensuring that reported achievement is consistent with the SDBIP • Ensure that the directorates maintain reconciliations of reported achievements with the Portfolio of Evidence (POE) submitted by directorates. • Evaluate monthly and quarterly SDBIP reports and POE files submitted by various directorates to ensure accuracy and compliance. • Review work completed by junior staff within the directorate. • Support the training and development of junior staff members within the directorate	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

			• Offer continuous guidance and performance-related support to directorates to enhance compliance and reporting standards • Assist in the preparation and compilation of quarterly performance reports for the Organizational Performance Directorate. • Coordinate the development of the strategic and operational SDBIP for the entity • Review the SDBIP for alignment purposes with the IDP and business plan • Coordinate and assist in the development of the APR	
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POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
23.	MICROSOFT ADMINISTRATOR ONE (1) POST <u>SALARY GRADE:</u> 005 R 682 776 - 745 176 INTERNAL / EXTERNAL	INFORMATION MANAGEMENT INFRASTRUCTURE SUPPORT	<u>Qualifications:</u> Microsoft Certified Server Engineer (MCSE) 2026 , and Microsoft Certified Solutions Associate (MCSA) 2016 , and Certificate in HPE Data Centre Solution. <u>Experience:</u> A minimum of 4+ years as a Server Engineer / Specialist in Windows Server Environment. <u>Framework:</u> ✓ Mail and Directory Server Specialist as a Server Engineer will manage Windows Server 2019/22, Linux, on-premises hybrid servers, and infrastructure as a service (IaaS) platform workload as the. ✓ Management and configuration of RAID drives, SANS, and HPe Storage. ✓ Radius Server configuration and management of the VMware Server environment . ✓ Work closely with Business and Continuity specialist for backup and replications. <u>Core description</u> The successful candidate will be responsible for the following functions but not limited to: • Overall support and maintenance of VMware servers. • Management and configurations of the Veeam Environment • Management and configuration of the HPE MSA storage (SAN) • Migration and upgrade of the servers to VMware Environment Centre Management Services with schema roles. • Dedicated in server specification analysis for the server room infrastructure to the IT	Email : employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

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			• infrastructure requirements for Systems , T servers and SQL Server upgrades. • Integrating Windows Server environments with Azure services and managing Windows Server on-premises. • Server engineer will perform tasks related to Azure security, migration, monitoring, high availability, troubleshooting, and disaster recovery using administrative tools and technologies, including Windows Admin Centre, PowerShell, Azure Arc, and IaaS virtual machine administration. • Server Engineer will plan and implement System Centre Virtual Machine Manager (VMM) Core Infrastructure, Implement Software-Defined Networking (SDN) and Implement Software-Defined Storage • Implement Datacentre Computer Solutions with Virtual Machine Manager (VMM) to support Business and Continuity specialist roles • Plan and design Group Policy Objects as requested to ensure compliance of company policies for servers and user end-point devices. • Performing some troubleshoot and resolve Active Directory, DHCP, GPO, DNS and IIS, Active Directory Federated Services, and password/identity management systems. • Server Engineer will configure and manage Implementation of a Software-Defined Storage for data centre. Performs Server engineer logs management and reports on the Active directory. Management of the VMware environment for Veeam backup storage solutions on premises. • Implementation the future services such as Virtual desktop
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POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
24.	WORKFLOW DESIGNER ONE (1) POST <u>SALARY GRADE:</u> 007 R 513 540 – 551 724 INTERNAL / EXTERNAL	INFORMATION MANAGEMENT SYSTEMS DEVELOPMENT	Qualifications National Certificate in Information Technology/ Graphic Design / ASP.Net MVC Web Application/ Graphics Animation and Solution Development Experience: Experience with tools such as Java Script , XML, PHP, Azure DevOps, or similar platforms. Framework: ✓ Architect the development system designs and graphics. ✓ Implement, and maintain efficient IT development workflows for all systems ✓ Ensuring our software development lifecycle (SDLC) is streamlined, automated, and aligned with agile and DevOps principles for systems requirements. Core description The successful candidate will be responsible for the following functions but not limited to: • Design and Optimize Workflows: Design scalable and maintainable development workflows that align with project management and software delivery goals. • Collaborate Across Teams: Work closely with developers, QA, DevOps, development manager, and project stakeholders to understand workflow requirements and constraints. • Tool Integration: Integrate workflow tools such as Jira, Git, Jenkins, Azure DevOps, or other CI/CD platforms to automate and track development tasks. • Process Documentation: Create clear and comprehensive documentation for workflows, including user guides, process	Email : employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

			maps, and standard operating procedures (SOPs). • Monitor and Improve: Continuously assess workflow performance and identify opportunities for improvement through data analysis and feedback. • Compliance and Security: Ensure workflows comply with internal standards, data security policies, and industry best practice	
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POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
25.	MANAGER: PROTECTION REVENUE ONE (1) POST <u>SALARY GRADE: 003</u> R 878 208 – 965 304 INTERNAL/EXTERNAL	FINANCE DIVISION: REVENUE MANAGEMENT	<u>Qualifications</u> B- Degree / B -Tech Electrical Engineering / National Diploma in Engineering and MFMP . <u>Experience:</u> At least ten (10) or more years of relevant experience in Financial Management at management level in a local government Finance environment. Knowledge of local government legislation and revenue management practices. Of which 2 years must be on a supervisory level. <u>Core description</u> The successful candidate will be responsible for the following functions but not limited to: • Monitor tariffs on accounts to ensure that Bulk clients are being charged on the correct tariffs. • Monitor the smooth running of disconnection. • Continuous statistical analysis of outstanding debts identifying problem areas that negatively affect successful collection i.e., wrong billing etc. • Assurance on meter audits to enhance revenue. • Attend Revenue enhancement meeting to ensure adherence and revenue collection • Ensuring that work is executed according to NRS standards, processes, and procedures. • To limit litigations and disputes since we are constantly working with clients, tamperers and non-payments. • To ensure that policies are adhered to when tasks are executed. • Coordinate, facilitate and implement policies that align with the organization's goals, promote compliance with regulations and By-Laws to improve the quality-of-service delivery.	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
26.	KEY CONSULTANTS ONE (1) POST <u>SALARY GRADE:</u> 005 R 682 776 – 745 176 INTERNAL/EXTERNAL	FINANCE DIVISION: MANAGEMENT REVENUE	<u>Qualifications</u> A Bachelor's Degree in Financial Management or Accounting <u>Experience:</u> Five to eight (5-8) years' relevant experience in Financial Management in a local government Finance environment. Knowledge of local government legislation and revenue management practices. Of which 2 years must be on a supervisory level. <u>Core description</u> The successful candidate will be responsible for the following functions but not limited to: - Analyse and clean data to promote efficiency of field workers, and evaluate returned data and fill data gaps. - Ensure data files are documented, organized and maintained - Daily desktop cleaning of data in Vending system - Continuous analysis of rotational- and prepaid meter data to identify areas that negatively affect non-technical losses and monitoring of trends. - Design and implement processes to ensure data is managed and captured correctly. - To optimize billing of correct consumption on accounts, minimize estimated meters and adhere to by-laws and specifications - To minimize losses, identify failure in processes and correct billing data. - To ensure all outstanding monies for services rendered are received and to curb outstanding debt. - Manage all tampered meters found and the	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

			• data thereof as well as the correctness of the implementation of the process • To give key customers courtesy calls, and to discuss their account payments, alerting customers of their accounts status. • To ascertain that they are being billed on a correct tariff by continuous statistical analysis of outstanding debts, identify problem areas that negatively affect successful debt collection. • To ensure that clients disputes are addressed timeously and satisfactorily. • To assist the CENTLEC Legal Department with proper information and investigations when need arises. • To represent or account to NERSA and Public Protector when need arises.	
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POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
27.	DATABASE ADMINISTRATOR TWO (2) POST <u>SALARY GRADE: 005</u> INTERNAL/EXTERNAL	INFORMATION MANAGEMENT SYSTEMS SUPPORT	Qualifications Bachelor's degree in Information Technology / Computer Science. Experience: At least five to six (5-6) experience in systems application support within Widows environment on the database Framework: ✓ manage and maintain the database systems to ensure data is secure, accessible, and reliable. ✓ This involves a wide range of tasks, including database design, performance monitoring, security management, and data backup and recovery. ✓ A database administrator (DBA) is responsible for ensuring an organization's data is correctly stored and can be retrieved efficiently by authorized. <u>Core description</u> The successful candidate will be responsible for the following functions but not limited to: • Design and modelling: Designing the structure of databases to ensure data can be stored, organized, and managed effectively. • Installation and configuration: Installing and setting up database management systems software, such as SQL Server 2019/22 • Performance monitoring and tuning: Monitoring database performance to ensure it is efficient, reliable, and	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

			responsive, and adjusting as needed. • Security and access control: Managing user access, permissions, and roles to protect sensitive data from unauthorized users. • Backup and recovery: Designing and implementing strategies for backing up data and restoring it in case of failure or corruption. • Troubleshooting: Identifying and resolving problems within the database, such as performance bottlenecks, errors, or security breaches. • Capacity planning: Planning for future growth to ensure the database can handle increasing data volumes and user loads.	
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POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
28.	CHIEF RISK OFFICER ONE (1) POST TOTAL COST TO COMPANY EXTERNAL RE-ADVERTISEMENT	OFFICE OF THE CEO DIVISION: RISK MANAGEMENT	<u>Qualifications:</u> An undergraduate qualification (NQF 7) as recognized by SAQA in Risk Management/ Auditing/ Finance/ Business Administration/ Leadership • A certification in Enterprise Risk Management will be an added advantage <u>Experience:</u> • A minimum 8 or more years' experience at a managerial level obtained in the risk management field • Knowledge of risk management principles and the application thereof. Of which 3 years must be on a managerial level. <u>Core description:</u> The successful candidate will be responsible for the following functions: Identifies with the broad Risk Management strategy and, defines, implements and monitors short term plans/ objectives by: • Communicating with the Executive Management on specific Key Performance Areas (communication, relationship management, strategic policy implications) with a view to aligning functions and objectives. • Analysing the adequacy of current risk audit approaches, assessing and evaluating the exposure and risk of the municipality, and submits reports supporting specific provisions associated with Internal Audit Services interventions. • Keeping abreast of legislative changes and National Government requirements with respect to access to audit information and formulating methodologies/ policies dictating procedural applications for consideration and approval.	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 PLEASE DO NOT SEND TO ALL EMAILS CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

- Developing, maintaining and implementing risk management through the risk management policy, framework, policy statements, risk plan and risk policy.
 - Facilitating risk identification and assessments to develop and ensure the implementation of risk management processes.
 - Managing education and awareness campaigns on risk management to promote a risk management culture and capacity on risk management.
 - Monitoring and reviewing the implementation of risk management processes to ensure the proactive assessment of the current state of controls.
 - Coordinating with external stakeholders on broader effective and efficient risk management strategies to enhance risk management.
 - Reviewing the compilation of risk assessment questionnaires, and compiling annual audit report on risk assessment.
 - Providing advice/ opinions to the management team on the risk management process, through the analysis and evaluation of attitudes and needs of the municipality.
 - Analyzing qualitative and quantitative reports on the status of the Risk Management functionality with respect to the achievement of specific measures and qualifies statistical based conclusions to the Executive Management Committee, Audit And Risks Committee and the Board through the provision of detailed explanations and/ or recommendations
 - Interpreting situational and contextual issues and researching relevant topics to enable the preparation of risk audit documentation, including information needs of the Audit Committee and Auditor General.
- Controls the Key Performance Indicator's and outcomes of personnel within the Risk Management functionality by:
- Defining/ adjusting the role boundaries, workflow processes and job design against laid down

		service delivery requirements. • Conducting appraisals to measure performance against agreed objectives, counseling and consulting with personnel on developmental goals, career paths and, short-term targets and standards. • Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the Department. • Analyzing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures. Manages the scope and procedural administrative requirements and reporting deadlines associated with the functionality by: • Establishing priorities and approving administrative changes to be affected policies and procedures with respect to the management of risk management imperatives. • Making available documentation to substantiate reasoning for specific actions/ decisions to the Audit and Risk Committee/ Chief Executive Officer /Manager and/or Auditor General. Controls the Key Performance Indicator's and outcomes of personnel within the Risk Management functionality by: • Defining/ adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements. • Conducting appraisals to measure performance against agreed objectives, counseling and consulting with personnel on developmental goals, career paths and, short-term targets and standards. • Monitoring the adequacy of current training interventions through the evaluation competency
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demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the Department.

- Analyzing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures.

Manages key processes, procedural and risk applications associated with the functionality by:

- Providing input to the annual budget requirements and recommending allocation of funds required to meet the needs of the Risk Management functionality.

Manages the scope and procedural administrative requirements and reporting deadlines associated with the functionality by:

- Establishing priorities and approving administrative changes to be affected policies and procedures with respect to the management of risk management imperatives.
- Making available documentation to substantiate reasoning for specific actions/ decisions to the Audit and Risk Committee/ Chief Executive Officer /Manager and/or Auditor General.

Disseminates communication strategies on risk management aimed at creating awareness and/ or seeking acknowledgement by:

- Disseminating information through publications and presentations outlining critical Audit and, Risk and Performance Management interventions, scope, and coverage.
- Formulating and recommends guidelines to resolve audit issues, and conducting presentations/ workshops for management, council and the public.
- Participating in Audit and Risk Committee and Audit Steering Committee with a view to

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			interacting and contributing to discussions on the implementation of Audit & Risk and Performance Management support strategies and constraints. • Liaising with external auditors and Auditor General when required.	
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POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
29.	ASSISTANT MARKETING COMMUNICATIONS MANAGER: AND ONE (1) POST SALARY GRADE: 005 R 682 776 – 745 176 INTERNAL/EXTERNAL	OFFICE OF THE CEO DIVISION: COMMUNICATIONS	Qualifications: B-Degree/B.Tech Degree in Communications Science, Journalism, Marketing Management, Public Relations Officer, Public Management/Media Experience: At least five to eight (5-8) years experience in communications or public relations. Framework: ✓ Checks against standards and regulations; ✓ Understands and able to communicate the entity's priorities; ✓ Knowledge of the issues impacting service delivery. Core description: The successful candidate will be responsible for the following functions: • Development, maintenance and content production of the intranet and CENTLEC's website • Ensure production of both internal and external newsletters • Kpa: liaise and communicate with various role players to promote relations between the centlec (soc) ltd and other stakeholders. • Develop, implement and review the stakeholder and media relations strategy. • Develop and implement an annual stakeholder and media relations programme to deliver coordinated and integrated initiatives. • Conceptualise and drive the public education and empowerment initiatives (workshops, conferences, media briefings, road shows) to promote and market CENTLEC products and services, as well as enhance public awareness of CENTLEC.	Email: employ4@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

			• Drive stakeholder satisfaction surveys and compilation of stakeholder satisfaction survey report(s) to determine satisfaction levels. • Set up and monitor the implementation of customer relationship management system including query and enquiry management system and customer attitude monitoring system. • Serve as a media liaison and public relations for CENTLEC, including conducting media monitoring & research on CENTLEC's presence in various media platforms. • Maintain the corporate image and profile of CENTLEC. • Design and distribute promotional materials and drive promotional campaigns to enhance brand and corporate identity. • Liaise with media, marketing, advertising agencies on products and services. • Drive internal communications through publication of monthly/quarterly staff newsletters and circulars on activities and developments within CENTLEC. • Ensure publishing of quarterly stakeholder newsletters and circulars on CENTLEC activities • Ensure maintenance of website and intranet with relevant and up-to-date information in liaison with the IT Unit (as webmaster) • Compile and submit monthly reports. • Compilation of and submission of quarterly reports by the end of each quarter.	
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POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
30.	MANAGER: SHERQ ONE (1) POST <u>SALARY: 003</u> R 878 208 – R 965 304 INTERNAL/EXTERNAL	OFFICE OF THE CEO DIVISION: SHERQ MANAGEMENT	<u>Qualifications</u> Advance Diploma In Electrical Engineering/B-Tech Degree in Electrical Engineering. Government Certificate of Competency (GCC) will be an essential qualification. <u>Experience:</u> At least five to seven (5 - 7) or more years' relevant experience, of which 2 years must be on a supervisory level. <u>Framework:</u> ✓ OHS Act and Incorporated legislations ✓ Implementation of SHERQ management Systems <u>Core description</u> The successful candidate will be responsible for the following functions but not limited to: Provide Officers with proper legislative documents and develop tools for smooth operation. • Check amendments of OHS Act • Check amendments of Construction Regulations • Check amendments of Facility Regulations • Check amendments of General Administration Regulations • Check amendments of Noise Induced Hearing Loss Regulations • Apply all amendments to any Regulations of General, Health, Mechanical, Electrical Regulations and the applicable notices. Ensure that incidents are monitored and reported for CC in Department of Employment and Labour. • Record all incidents and classify them	Email: employ1@centilec.co.za or employ2@centilec.co.za or employ3@centilec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

accordingly, • Gather all facts about the incident, • Prepare and request needed documents, • Enquire from the SHE representatives about the pattern of the near-misses that were reported or not reported before; and • Open an incident file for that specific incident. Risk Management During incidents to monitor our controls in each risk assessment if they are effective and review where needed. Through inspection to verify effectiveness of the control and to record and investigate the near misses. • Consider changes in operations; • New machinery or equipment to be used; • Existing controls that are not effective; • Changes or amendments in OHS Act and incorporated regulations; • Incidents that are happening; and • Compliance status of the Entity. Always monitor movement in the votes of the sections and have proper plannings for projections. • Consider items in the operational budget; • Consider the day-to-day operations and running needs of the section; • Propose operational budget; • Find the cost of each cost need of the operations; and • Adjust for any changes that may occur as per need analysis.	
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POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
31.	LEGAL & COMPLIANCE OFFICER (CONTRACT) ONE (1) POST <u>SALARY GRADE:</u> 006 R 560 304 – 661 944 EXTERNAL RE-ADVERTISEMENT	OFFICE OF THE CEO DIVISION: LEGAL AND CONTRACTS	<u>Qualifications:</u> Completed BCom Law / LLB degree Admitted Attorney <u>Experience:</u> Three (3) to five (5) years relevant experience Knowledge of supply chain processes in local government will serve as an added advantage <u>Framework:</u> ✓ Prepares considered high quality draft written communications such as correspondence, pleadings, legal memoranda, legal opinions and litigations. ✓ Effective and appropriately advocates for the entity on complex SCM and Contract matters. ✓ Identifies and evaluates risks involved in legal Contracts and SCM related issues. ✓ Recommends appropriate course of action. <u>Core description:</u> The successful candidate will be responsible for the following functions and not limited to: • Responsible for providing legal advice to the organization. • Close liaison to business in providing a variety of corporate and commercial legal services • Co-ordinates litigation and other legal, administrative or investigative actions • Draft, review, and negotiate contracts with public and private sector customers, including licensing agreements, professional services agreements, and cloud services agreements. • Advise on legal issues involving government and regulatory compliance.	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

			• Responds to ad hoc queries to include identification, analysis, and evaluation of risks to provide appropriate legal solutions. • Works closely with other sections • Demonstrates deep general commercial or functional knowledge of supply chain matters <u>Additional requirements:</u> • Excellent legal skills and business judgment in areas of responsibility • Proficient writing skills. • Computer literacy and skills • Focus on legal ethics • Valid driver's license	
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POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
32.	INTERNAL AUDITOR THREE (3) POST SALARY GRADE: 007 R 513 540 – R 551 724 EXTERNAL	OFFICE OF THE CEO DIVISION: INTERNAL AUDIT REGULATOR	<u>Qualifications</u> National Diploma in Internal Auditing. <u>Experience:</u> At least two to five (2-5) years' experience and at least one year should have served as an Intern <u>Core description</u> The successful candidate will be responsible for the following functions but not limited to: Ensures that audit work follows the norms and Global Internal Standards and other standards set by IIA (SA); • Prepares working papers to substantiate the audit work performed on the assigned project; • Assesses the system of internal controls and identify possible weaknesses that do not mitigate the risks to report on; • Prepares finding and recommendations on the identified weaknesses on all projects for approval by the project manager; • Clear coaching notes raised on all project files and electronic working papers within the requested timeframes; • Ensures that audit work and evidence are properly documented within the Internal Audit Management System as per the Internal Audit methodology, to substantiate the contents of the audit report;	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

			- Obtains comments from the client related to the client satisfaction questionnaire; and - Provides accurate and regular feedback to project leader and project manager on audit activities of the assigned projects.	
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TOTAL POSITIONS: 71

APPROVED: 
CHIEF EXECUTIVE OFFICER

DATE: 23/10/2025