



CENTLEC

Reg No 2003/011612/30

CENTLEC (SOC) LTD

EXTERNAL VACANCY BULLETIN – NO. 04/2024

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(Z83), 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.**

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. The employment decision shall be informed by the Employment Equity Plan of the Entity. It is the Entity's intention to promote equity in terms of race, gender, and disability through the filling of these positions with a candidate whose transfer/promotion/appointment will promote representativity in line with the numerical targets as contained in the Employment Equity Plan.

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 19 APRIL 2024 @ 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 10 positions.

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/ CV TO:
1.	<p>MANAGER: SECURITY</p> <p>ONE (1) POST</p> <p>SALARY GRADE: 003</p> <p>EXTERNAL</p>	<p>PERFORMANCE AND COMPLIANCE</p> <p>DIVISION: SECURITY MANAGEMENT</p>	<p><u>Qualifications:</u></p> <p>National Diploma or B. Degree in Security Management or Human Resource Management /Policing/NQF Level 7 in Business Administration/Business Management</p> <p><u>Experience:</u></p> <p>Minimum of 6-10 years' working experience in the security management field and at least two (2) years' experience of which must be at a management or supervisory level in the public or private sector. Basic Training for Police. Firearms competency. Intelligence gathering courses will be an added advantage. Sound Knowledge of MISS, MPSS, and Foreign Liaison and visits.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> ✓ Fosters a culture of ethical behaviour by example; ✓ Makes preliminary finding and recommends on difficult ethical issues; ✓ Recommends a course of action based upon evaluation of relevant facts, issues, and risks; and ✓ In making a recommendation can demonstrate how that recommendation will achieve desired objectives. 	<p>Email: employ1@centitec.co.za or employ2@centitec.co.za or employ3@centitec.co.za</p> <p>Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630</p> <p><u>PLEASE DO NOT SEND TO ALL EMAILS</u></p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>

Core description:

The successful candidate will be responsible for the following functions:

- Conduct security awareness workshops.
- Presentation of Physical Security Awareness. Conduct security assessment in all Departments.
- Follow-up on assessment to ensure recommendations from previous assessments are being implemented.
- Coordinate vetting of staff and all security clearance for the institution.
- Ensure standardised access control procedures in all Department of CENTLEC (SOC) Ltd.
- Ensure investigations are coordinated on all reported cases of security breach incidents.
- Draft and implement security policies and procedures in line with relevant and applicable security legislation and regulation.
- Knowledge of Public Service Regulatory Framework.
- Project management skills for information and data security. Perform Risk assessment and mitigation.
- Ensure that the Company adheres to National Key Point prescripts.
- Supervise subordinates reporting to the position.

Strategic roles:

- Analysing trends, operating requirements, and forward plans to establish/determine funding/expenditure for the period and compiling the Section's operating and capital budget for inclusion in the Sub-directorate's budget.
- Evaluating and presenting reports to the immediate superior detailing the Sub-directorate's performance against specific measures.
- Monitoring and implementing corrective measures to rectify deviations/acts contrary to financial regulations, audit requirements and Sub-directorate's procedures.

***The incumbent will be subjected to top secret vetting)**

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
2.	VEHICLE INSPECTOR ONE (1) POSTS <u>SALARY GRADE: 008</u> EXTERNAL RE-ADVERTISEMENT	PERFORMANCE AND COMPLIANCE FLEET MANAGEMENT	<u>Qualifications:</u> Grade 12 N3 and Qualified Diesel Mechanic Red Seal Trade Test certificate <u>Experience:</u> At least three to five (3 – 5) Years' working experience as a Diesel Mechanic / Technical Supervisor/Vehicle Inspector/Relevant experience in a similar position. <u>Framework:</u> ✓ Able to respond in writing to basic types of communication. <u>Core description:</u> The successful candidate will be responsible for the following functions but not limited to: <ul style="list-style-type: none"> • Pre-and post-repairs inspections of vehicle fleet to ensure evaluation and quality of workmanship (CENTLEC premises and Service Provider premises). 	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

- Conduct visual inspections, technically evaluate, and test vehicles to evaluate the need for possible repairs and consider the effect that the repair work will have on the fleet item's operational performance.
- Troubleshooting of systems and components (mechanical), including electrical and electronic systems – determining possible cause for required repairs (routine maintenance, driver abuse, theft, manufacturer defect)
- Preparing of reports for repairs authorization.
- Carry out minor maintenance and repairs to vehicles in an efficient manner and at a high standard.
- Ensure that maintenance and/or repairs are according to the manufacturer's specifications and implement preventative fleet management.
- Conduct regular visits to service providers, suppliers repairing and fitting supplementary items.
- Provide Technical Fleet advise to management related to repair requirements/bids/procurement requirements that will suite CENTLEC's user department needs.
- Provide technical advice when procuring and receiving new vehicles.
- Attending to/investigating breakdowns and assessment of accidental damaged vehicles and provide accurate feedback reports. Assessment of accidental damaged vehicles upon completion of repairs to ensure repairs were carried out according to repair specifications.
- Ensure that all maintenance activities on the entire fleet of vehicles, trucks, trailers, etc. are performed up to standard and on time.
- Evaluate fleet for disposal and/or replacement.

		<p>Additional Requirements:</p> <ul style="list-style-type: none">• Knowledge of transport legislation and OHS ACT• Knowledge of construction/ mobile equipment (Hydraulics, load bodies, tyres, air compressors)• Auto electrical experience• Vehicle Recovery• Fleet Maintenance Experience• Excellent customer relations skills <p>Other Requirements:</p> <ul style="list-style-type: none">• Computer Literacy• Self-discipline• Communication Skills	
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POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
3.	<p>ASSISTANT MANAGER: INTERNAL AUDIT REGULATORY</p> <p>ONE (1) POST</p> <p>SALARY GRADE: 005</p> <p>EXTERNAL</p>	<p>OFFICE OF THE CEO</p> <p>DIVISION: INTERNAL AUDIT REGULATORY</p>	<p><u>Qualifications:</u></p> <p>B. Tech in Auditing / Internal Audit / Information Financial Systems</p> <p><u>Experience:</u></p> <p>At least eight years working experience in internal audit, of which two (2) years should be in a Supervisory level.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> ✓ In-depth knowledge and understanding of financial accounting, Internal Audit Standards and techniques required to perform audits. ✓ Sound knowledge, understanding and application of MFMA of 2003 as amended, other applicable legislation and formulation and interpretation of internal institution policies and procedures. ✓ Preference will be given to applicants with proven analytical, lateral, and innovative thinking, problem solving, good communication, leadership, team management and report writing skills. <p><u>Core description:</u></p> <p>The successful candidate will be responsible for the following functions but not limited to:</p>	<p>Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za</p> <p>Telephonic Enquiries: 051 - 412 2629 / 2626 / 2630</p> <p><u>PLEASE DO NOT SEND TO ALL EMAILS</u></p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>

- Interpreting legislative requirements and discussing with the immediate superior, the structure of the plan and program.
- Researching key compliance aspects related to controls, risk, accounting procedures and practices, performance management and loss control for inclusion into the plan and program.
- Interacting and providing information and opinion on researched issues to the immediate superior, commenting specifically on the appropriateness of the Plan/Program against internal processes.
- Adjusting the Plan/ Program by incorporating recommendations/ submissions made prior to implementation.
- Appraising the performance of the internal auditors and identify any areas that requires improvement; and develop individual performance and training development plans.
- Perusing through contractual agreements and assesses compliance with laid down financial and procurement policies.
- Analysing accounting recordings and reconciliation sequences related to revenue and expenditure transactional activities against policy and procedures.
- Evaluating the adequacy and effectiveness of internal controls to identify deviations from guidelines and procedures.
- Assessing the adequacy and effectiveness of the company's business processes
- Communicating the results of the audit reviews to the General Manager: Internal Audit.

			<ul style="list-style-type: none">• Providing quarterly reports to the General Manager Internal Audit detailing the division's performance against the audit plan to allow effective monitoring and possible intervention by the General Manager: Internal Audit.• Updating management on the progress and outcomes of the audit review on a regular basis	
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POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
4.	<p>INTERNAL AUDITOR: INTERNAL AUDIT REGULATORY</p> <p>THREE (3) POST</p> <p>SALARY GRADE: 007</p> <p>EXTERNAL</p>	<p>DIRECTORATE</p> <p>OFFICE OF THE CEO</p> <p>DIVISION: INTERNAL AUDIT REGULATORY</p>	<p><u>Qualifications:</u></p> <p>National Diploma in Auditing / Internal Audit / Information Financial Systems</p> <p><u>Experience:</u></p> <p>Minimum of two to five (2-5) years' working experience in internal audit.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> ✓ Professional audit work according to norms and standards under the general direction of a supervisor. ✓ Interprets information adequately. ✓ Reflects conduct as stipulated in the Audit Charter and IIA Code of Ethics. <p><u>Core description:</u></p> <p>The successful candidate will be responsible for the following functions but not limited to:</p> <ul style="list-style-type: none"> • Participates in defining the scope and audit objectives and completion of the preliminary risk assessment; • Ensures that, where necessary, proper benchmarking of process, control and governance activities is performed; • Attend opening meetings with relevant role players and prepare attendance register and document minutes of engagement meeting thereof. • Compile system descriptions and internal control matrix in accordance with IA Methodology. 	<p>Email: employ1@centtec.co.za or employ2@centtec.co.za or employ3@centtec.co.za</p> <p>Telephonic Enquiries: 051 - 412 2629 / 2626 / 2630</p> <p><u>PLEASE DO NOT SEND TO ALL EMAILS</u></p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>

- Assesses the system of internal controls and identify possible weaknesses that do not mitigate the risks to report on;
- Develops the audit program;
- Prepares finding and recommendations on the identified weaknesses on all projects for approval by the project manager;
- Discuss findings and recommendations with client, agree thereon with the client and obtain an action plan from the client;
- Clear coaching notes raised on all project files and electronic working papers within the requested timeframes;
- Ensure that audit work and evidence are properly documented within the IA Audit Management System as per IA Methodologies, to substantiate the contents of the audit report.
- Prepares working papers to substantiate the audit work performed on the assigned project;
- Ensures that audit work and evidence are properly documented within the IA Audit Management System as per the IA methodologies, to substantiate the contents of the audit report;
- Clear coaching notes raised on all project files and electronic working papers within the requested timeframes;

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POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
5.	<p>ASSISTANT MANAGER: INTERNAL AUDIT IT</p> <p>ONE (1) POST</p> <p>SALARY GRADE: 005</p> <p>EXTERNAL</p>	<p>DIRECTORATE</p> <p>OFFICE OF THE CEO</p> <p>DIVISION: INTERNAL AUDIT IT</p>	<p><u>Qualifications:</u></p> <p>B. Tech in Auditing / Internal Audit / Information Financial Systems</p> <p><u>Experience:</u></p> <p>At least eight years working experience in internal audit, of which two (2) years should be in a Supervisory level.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> ✓ In-depth knowledge and understanding of financial accounting, Internal Audit Standards and techniques required to perform audits. ✓ Sound knowledge, understanding and application of MFMA of 2003 as amended, other applicable legislation and formulation and interpretation of internal institution policies and procedures. ✓ Preference will be given to applicants with proven analytical, lateral, and innovative thinking, problem solving, good communication, leadership, team management and report writing skills. <p><u>Core description:</u></p> <p>The successful candidate will be responsible for the following functions but not limited to:</p>	<p>Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za</p> <p>Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630</p> <p><u>PLEASE DO NOT SEND TO ALL EMAILS</u></p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>

			<ul style="list-style-type: none"> • Interpreting legislative requirements and discussing with the immediate superior, the structure of the plan and program. • Researching key compliance aspects related to controls, risk, accounting procedures and practices, performance management and loss control for inclusion into the plan and program. • Interacting and providing information and opinion on researched issues to the immediate superior, commenting specifically on the appropriateness of the Plan/Program against internal processes. • Adjusting the Plan/ Program by incorporating recommendations/ submissions made prior to implementation. • Appraising the performance of the internal auditors and identify any areas that requires improvement; and develop individual performance and training development plans. • Perusing through contractual agreements and assesses compliance with laid down financial and procurement policies. • Analysing accounting recordings and reconciliation sequences related to revenue and expenditure transactional activities against policy and procedures. • Evaluating the adequacy and effectiveness of internal controls to identify deviations from guidelines and procedures. • Assessing the adequacy and effectiveness of the company's business processes • Communicating the results of the audit reviews to the General Manager: Internal Audit. 	
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			<ul style="list-style-type: none">• Providing quarterly reports to the General Manager Internal Audit detailing the division's performance against the audit plan to allow effective monitoring and possible intervention by the General Manager: Internal Audit.• Updating management on the progress and outcomes of the audit review on a regular basis	
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POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
6.	<p>INTERNAL AUDITOR: INTERNAL AUDIT IT</p> <p>TWO (2) POST</p> <p>SALARY GRADE: 007</p> <p>EXTERNAL</p>	<p>OFFICE OF THE CEO</p> <p>DIVISION: INTERNAL AUDIT IT</p>	<p><u>Qualifications:</u></p> <p>National Diploma in Auditing / Internal Audit / Information Financial Systems</p> <p><u>Experience:</u></p> <p>Minimum of two to five (2-5) years' working experience in internal audit.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> ✓ Professional audit work according to norms and standards under the general direction of a supervisor. ✓ Interprets information adequately. ✓ Reflects conduct as stipulated in the Audit Charter and IIA Code of Ethics. <p><u>Core description:</u></p> <p>The successful candidate will be responsible for the following functions but not limited to:</p> <ul style="list-style-type: none"> • Participates in defining the scope and audit objectives and completion of the preliminary risk assessment; • Ensures that, where necessary, proper benchmarking of process, control and governance activities is performed; • Attend opening meetings with relevant role players and prepare attendance register and document minutes of engagement meeting thereof. • Compile system descriptions and internal control matrix in accordance with IA Methodology; 	<p>Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za</p> <p>Telephonic Enquiries: 051 - 412 2629 / 2626 / 2630</p> <p><u>PLEASE DO NOT SEND TO ALL EMAILS</u></p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>

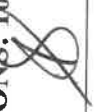
			<ul style="list-style-type: none"> • Assesses the system of internal controls and identify possible weaknesses that do not mitigate the risks to report on; • Develops the audit program; • Prepares finding and recommendations on the identified weaknesses on all projects for approval by the project manager; • Discuss findings and recommendations with client, agree thereon with the client and obtain an action plan from the client; • Clear coaching notes raised on all project files and electronic working papers within the requested timeframes; • Ensure that audit work and evidence are properly documented within the IA Audit Management System as per IA Methodologies, to substantiate the contents of the audit report. • Prepares working papers to substantiate the audit work performed on the assigned project; • Ensures that audit work and evidence are properly documented within the IA Audit Management System as per the IA methodologies, to substantiate the contents of the audit report; • Clear coaching notes raised on all project files and electronic working papers within the requested timeframes; 	
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7.	<p>SENIOR INTERNAL AUDITOR: TECHNICAL</p> <p>ONE (1) POST</p> <p>SALARY GRADE: 006</p> <p>EXTERNAL</p>	<p>OFFICE OF THE CEO</p> <p>DIVISION: INTERNAL AUDIT TECHNICAL</p>	<p><u>Qualifications:</u></p> <p>National Diploma in Auditing / Internal Audit / Information Financial Systems</p> <p><u>Experience:</u></p> <p>Minimum of five to eight (5-8) years' working experience in internal audit.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> ✓ Knowledge of the municipality's functional directorates and understands integration across; ✓ In-depth knowledge of municipal legislation, policy, practice, and code of conduct; and ✓ Contributes toward addressing the municipality's service delivery challenges. <p><u>Core description:</u></p> <p>The successful candidate will be responsible for the following functions but not limited to:</p> <ul style="list-style-type: none"> • Participates in consultation with the project manager, in defining the scope and audit objectives and completion of the preliminary risk assessment. • Ensures that, where necessary, proper benchmarking of process, control, and governance activities is performed; • Set up opening meetings with relevant role players and attend the meeting. • Review the audit program; 	<p>Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za</p> <p>Telephonic Enquiries: 051 - 412 2629 / 2626 / 2630</p> <p><u>PLEASE DO NOT SEND TO ALL EMAILS</u></p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>

			<p>Leads the program of the work ensuring that established deadlines and budgeted hours on each project are met.</p> <ul style="list-style-type: none"> • Review that audit work and evidence are properly documented within the IA Audit Management System as per the IA methodologies, to substantiate the contents of the audit report; • Review minutes of engagement meeting. • Review system descriptions, preliminary checklist, and internal control matrix in accordance with IA Methodology; • Review and address the ICT audit findings and recommendations on the identified weaknesses on all projects for approval by the Project Manager; • Set up a meeting to discuss draft observations with relevant role players • Discuss draft observations and agree with client and thereafter submit for review. • Review minutes of meetings for discussion of the draft observations • Address coaching notes raised on all project files and electronic working papers within the requested timeframes; • Compile draft audit project reports on findings complete with management comments for review by the project manager based on the results of the various audit engagements; 	
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TOTAL POSITIONS: 10

APPROVED: _____



CHIEF EXECUTIVE OFFICER

DATE: 2024/04/12