



CENTLEC

REG NO 2003/011612/30

CENTLEC (SOC) LTD

ADVERTISE EXTERNAL VACANCY BULLETIN – NO. 05/2023

Applications must be sent to the email address provided and reference must be made against a particular post and 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 COST ASSOCIATED WITH AN APPLICATION WILL BE BORNE BY THE APPLICANT.**

CENTLEC (SOC) Ltd 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 **17th October 2023 @ 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 this organisation, 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 **6 positions**.


POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/ CV TO:
1.	<p>CHIEF ACCOUNTING OFFICER - CLEARANCE</p> <p>TWO (2) POSTS</p> <p><u>SALARY GRADE: 008</u></p> <p>EXTERNAL</p>	<p>FINANCE</p> <p>REVENUE</p> <p>DEBT MANAGEMENT DIVISION</p>	<p><u>Qualifications:</u></p> <p>Three (3) year tertiary qualification, a higher certificate, or National Diploma with financial accounting as a major subject</p> <p><u>Experience:</u></p> <p>Two (2) years' experience in the financial environment.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> ✓ Provides specialist advice to clients. ✓ Assist in developing and implementing financial policies and systems. ✓ Sound reporting skills. <p><u>Core description</u></p> <p>The successful candidate will be responsible for the following functions and not limited to:</p> <ul style="list-style-type: none"> • Process clearance applications received electronically and manually and issue the relevant clearance figures. • Upload all processed clearance figures on the rates clearance system to ensure that they are received by the conveyancers • Ensure that figures are processed and uploaded within the agreed turnaround times. • Handle all telephonic, walk in and email received queries relating to clearance applications and provide feedback to the conveyancers. • Ensure that correct figures are issued to the attorneys. • Escalate all applications which are problematic to the Assistant Accountant: Clearances for guidance in resolving them. • Ensure that the system is cleared of all queued applications and that all applications have been processed, uploaded and the jobs closed. 	<p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: employ1@centelec.co.za or employ2@centelec.co.za or employ3@centelec.co.za</p> <p>PLEASE DO NOT SEND TO ALL EMAILS</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>

			<ul style="list-style-type: none">• Communicate any hiccups with the relevant attorneys to ensure that issues are resolved and figures provided expeditiously.• Monitoring the applications routed to the entity to ensure that they are processed within the expected turnaround times.• Escalate all technical issues to the Assistant Accountant to refer them to the relevant Department to be resolved so that figures can be issued• Ensure that all corrections that need to be made on the accounts including estimated consumption are resolved before figures are issued.	
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
2.	ASSISTANT ACCOUNTANT: CREDIT ALLOCATION ONE (1) POST SALARY GRADE: 007 EXTERNAL	FINANCE - MERCHANT MANAGEMENT DIVISION CREDIT ALLOCATION SECTION	<p><u>Qualifications:</u> Three (3) year tertiary qualification in financial accounting</p> <p><u>Experience:</u> Two (2) years' experience in the financial environment.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> ✓ Provides specialist advice to clients. ✓ Assist in developing and implementing financial policies and systems. ✓ Sound reporting skills. <p><u>Core description</u></p> <p>The successful candidate will be responsible for the following functions and not limited to:</p> <p><u>Duties</u></p> <ul style="list-style-type: none"> • Ensuring that all credits to be allocated to the vending machines are substantiated by the relevant deposit slips; • Ensuring that all credits provided are aligned to the guarantee or deposit provided by the vendor and that each machine is operating at a value equivalent to the guarantee or deposit at all times; • Crediting all sales promptly upon receipt of the deposit confirmation to ensure that vendors are able to provide a quick service to the communities; • Compiling all third parties statements of how their weekly sales were credited each week to ensure that all batches are closed off for the month; • Compiling all journals for the conversion of credits on electricity accounts to pre-paid electricity tokens; • Monitoring the vendor accounts in the vending system to ensure that all sales batches are closed by vendors; • Filing of all deposit slips / confirmations from vendors for audit purposes and future reference; 	Telephonic Enquiries: 051 – 412 2629 / 2630 Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za PLEASE DO NOT SEND TO ALL EMAILS CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

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3.	<p>ASSISTANT ACCOUNTANT: METER MANAGEMENT</p> <p>ONE (1) POST</p> <p><u>SALARY GRADE: 007</u></p> <p>EXTERNAL</p>	<p>FINANCE</p> <p>BILLING DIVISION</p> <p>METER MANAGEMENT SECTION</p>	<p><u>Qualifications:</u></p> <p>Three (3) year tertiary qualification in financial accounting.</p> <p><u>Experience:</u></p> <p>Two (2) years' experience in the financial environment.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> ✓ Provides specialist advice to clients. ✓ Assist in developing and implementing financial policies and systems. ✓ Sound reporting skills. <p><u>Core description</u></p> <p>The successful candidate will be responsible for the following functions and not limited to:</p> <p><u>Duties</u></p> <ul style="list-style-type: none"> • Coordinating reading of all credit electricity meters; • Attending to all queries relating to meter reading; • Following up all customer concerns and questions regarding metering issues or problems; • Adding and removing meters from the billing system; • Updating client address and meter location information; • Escalating faulty meters to be investigated and fixed; • Running service orders for accounts that need to be shut off for non-payment; runs a shut off list; and ensure system update for accounts that have been shut off; • Working closely with customer service concerning customer complaints and delinquent accounts; 	<p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za</p> <p>PLEASE DO NOT SEND TO ALL EMAILS</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>

			<ul style="list-style-type: none">• Reviewing all readings captured manually for accuracy and correctness• Coordinating for timely reading of meters to support timely billing of all electricity distributed by the entity. <p>Additional Requirements</p> <ul style="list-style-type: none">• Computer literacy: MS Office	

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4.	<p>ASSISTANT ACCOUNTANT: CLEARANCE</p> <p>ONE (1) POST</p> <p><u>SALARY GRADE: 007</u></p> <p>EXTERNAL</p>	<p>FINANCE</p> <p>REVENUE</p> <p>DEBT MANAGEMENT DIVISION</p>	<p><u>Qualifications:</u></p> <p>Three (3) year tertiary qualification, preferably a National Diploma with financial accounting / cost and management accounting majoring in financial accounting</p> <p><u>Experience:</u></p> <p>Two (2) years' experience in financial environment</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> ✓ Provides specialist advice to clients. ✓ Assist in developing and implementing financial policies and systems. ✓ Sound reporting skills. <p><u>Core description</u></p> <p>The successful candidate will be responsible for the following functions and not limited to:</p> <p><u>Duties</u></p> <ul style="list-style-type: none"> • Receiving the monthly deed list from Mangaung Metro Municipality and ensuring that all new stands are created in the database to align the stands to MMM for ease of issuing of clearance figures. • Assigning all applications routed to the entity from MMM to the Chief Accounting Officer – Clearances to ensure that clearance figures are issued timeously to conveyancers. • Monitoring the applications routed to the entity to ensure that they are processed within the expected turnaround times. • Ensuring that all figures processed are accurate and correct before they are submitted to the conveyancers through the rates clearance system. • Ensure that all queries escalated receive the necessary attention and that feedback is provided to the conveyancers or MMM. • Escalating all technical issues for investigation to the 	<p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: employ1@centtec.co.za or employ2@centtec.co.za or employ3@centtec.co.za</p> <p>PLEASE DO NOT SEND TO ALL EMAILS</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p> 

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5.	MANAGER: SUPPLY CHAIN MANAGEMENT ONE (1) POST SALARY GRADE: 003 EXTERNAL	FINANCE DIVISION SUPPLY CHAIN MANAGEMENT	<p>Qualifications: B-Degree in Supply Chain Management / Logistics / Financial Management / Purchasing / Public Administration / B com Accounting and MFMP</p> <p>Experience: At least six (6) years' experience of which three (3) years must be in management and three (3) years must be functional in supply chain management services.</p> <p>Framework:</p> <ul style="list-style-type: none"> ✓ Provides extensive Supply Chain Management expert advice. ✓ Extensive understanding and knowledge of the application of applicable local government legislations, i.e. (MSA, MFMA) ✓ Establish and manage supply chain policies. <p>Core description:</p> <p>The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> • Provide overall strategic direction by developing, maintaining and recommending appropriate strategies and systems with reference to procurement of material and ensure manage the implementation of the recommended strategies. • Capital and Operational Budget: Determine part of the operational budget for the Directorate and capital expenditure requirements to ensure the necessary funds are available for salaries, projects, procurement etc. • Ensure that the directorate's operating systems and business processes relating to Stores and 	Telephonic Enquiries: 051 – 412 2629 / 2630 Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za

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	<p>Procurement are defined and developed to support exceptional service that meets and exceed customer expectations.</p> <ul style="list-style-type: none"> • Give inputs and apply the procurement policy on a daily procurement of material. • Evaluate tenders and quotations on a financial basis and make recommendations to the Chief Financial Officer regarding suppliers, in line with the organisation's Black Economic Empowerment objectives and procurement policies. • Ensure that the material are procured in a cost effective manner. 	
	<p>Strategic roles:</p> <ul style="list-style-type: none"> • 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. <p>Monitoring and implementing corrective measures to rectify deviations/facts contrary to financial regulations, audit requirements and Sub-directorate's procedures.</p>	

TOTAL POSITIONS: 6

APPROVED: _____

CHIEF EXECUTIVE OFFICER

DATE: 2023/10/10