



REG NO 2003/011612/30  
CENTLEC (SOC) LTD

**ADVERTISE EXTERNAL VACANCY BULLETIN – NO. 02/2023**

Applications must be emailed, submitted, or posted directly to the address indicated against a particular post and must 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. Applicants are also required to fill in the prescribed employment application form (Z83). **ALL COST 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 AND CRIMINAL RECORDS VERIFICATION. CANDIDATES WILL ALSO BE SUBJECTED TO A PRACTICAL TEST AND /OR APTITUDE TESTS. 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 **11<sup>th</sup> August 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 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 this Vacancy bulletin consists of 48 positions.**

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/ CV TO:
1.	<p><b>SENIOR SECURITY SPECIALIST</b> ONE (1) POST <u>SALARY GRADE: 005</u> <b>EXTERNAL</b></p>	<p><b>OFFICE OF THE CEO</b> - <b>INFORMATION MANAGEMENT DIVISION</b> <b>INFORMATION SECURITY SECTION</b></p>	<p><u>Qualifications:</u> Fortinet / FortiGate Certificate: NSE 5 or NSE 8 or Similar, Cisco Certified candidates CCNP / CCIE in Firewall and Routing  <u>Experience:</u> At least three (3) years' experience in Firewall Security / security engineer or administrator  <u>Framework:</u> ✓ IT Snr Security specialist responsible for the routers, firewall routing and configurations for the infrastructure. ✓ Planning and implementing network infrastructure and security strategies. ✓ Implementation of the security control for ACL, proxy, and filtering of the in and out traffic in the network.</p> <p><u>Core description</u> The successful candidate will be responsible for the following functions and not limited to:</p> <ul style="list-style-type: none"> <li>✓ Controls and manages traffic for all the system and technology implemented in the infrastructure.</li> <li>✓ Logical design of the network and manage the switches.</li> <li>✓ Security specialist will implement the cyber security mechanism as per IT governance for security management.</li> <li>✓ Collaborate different wireless connections setups and routing.</li> <li>✓ Setup site-to-site IPSEC VPN tunnel and Remote VPN (SSL), APN certification within FortiGate Firewalls.</li> <li>✓ Manage and attend to malicious attack into the infrastructure. Making use of Packet captures and Forti Analyzer for reporting.</li> </ul>	<p>Human Resources Management Private Bag X14 Bloemfontein 9300  30 Rhodes Avenue Oranjesig Bloemfontein 9301  Telephonic Enquiries: 051 – 412 2629 / 2630  Email: <a href="mailto:employ1@centelec.co.za">employ1@centelec.co.za</a> or <a href="mailto:employ2@centelec.co.za">employ2@centelec.co.za</a> or <a href="mailto:employ3@centelec.co.za">employ3@centelec.co.za</a></p> <p><b>PLEASE DO NOT SEND APPLICATIONS TO ALL ABOVE EMAIL ADDRESSES (DUPLICATION)</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p>

	<ul style="list-style-type: none"> <li>✓ Configure and troubleshoot HA Cluster, Backup, Upgrade, Patch and Migrate Firewall.</li> </ul> <p><b>Skills required</b></p> <ul style="list-style-type: none"> <li>✓ Strong practical knowledge of network concepts including DNS, DHCP, VPN, APN and Switches network protocols, port configuration, link aggregation, spanning tree optimizations and access control list</li> <li>✓ Security Fundamental concepts in NAT, ACL, Access Groups, IPsec, AAA</li> <li>✓ Load Balancers: Troubleshoot hardware and software operation. Strong knowledge of all data flow through the load balancer.</li> <li>✓ Good understanding and knowledge of Network and Security</li> <li>✓ Extensive support of Routing Protocols/Technologies such as BGP, OSPF, MPLS VPN, Multicast.</li> <li>✓ Proficiency in Handling Network related calls regarding cisco, firewall, endpoint, etc.</li> <li>✓ Good understanding and troubleshooting abilities on Firewalls, IPS, proxies</li> <li>✓ Technical ability in NAC</li> <li>✓ Excellent experience working with vendors and/or 3rd parties</li> </ul>		
--	---	--	--

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
2.	<p><b>SENIOR BUSINESS CONTINUITY SPECIALIST</b></p> <p>ONE (1) POST</p> <p><u>SALARY GRADE: 006</u></p> <p>EXTERNAL</p>	<p>OFFICE OF THE CEO</p> <p>-</p> <p><b>INFORMATION MANAGEMENT DIVISION</b></p> <p><b>BUSINESS CONTINUITY AND DISASTER RECOVERY SECTION</b></p>	<p><u>Qualifications:</u></p> <p>Microsoft Certified System Administrator (MCSA): SQL Server 2016 Database Administration  BSc Computer Science with Ms SQL Server /Windows Server 2016 Certification  BTech IT with Ms SQL Server /Windows Server 2016 Certification</p> <p><u>Experience:</u></p> <p>At least three (3) years' experience as a Storage Engineer, Systems Administrator in backup solutions.  Experience with VMware virtualization technologies and principles. In-depth implementation of commercial backup offerings of the major vendors. Preferably Veeam Backup solution or any backup solution in Windows Server Environment.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ VM Platforms: VMware vSphere Infrastructure, Microsoft Hyper-V infrastructure and Datastore.</li> <li>✓ Operating System: Windows Server 2016, Linux (RHE)</li> <li>✓ Virtualization, Storage Servers, Network, Active Directory, DNS, DHCP configurations and support</li> <li>✓ Microsoft Azure, Office 365 backup</li> <li>✓ SQL Server database cluster and backups</li> </ul> <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"> <li>✓ Designs, installs, configures, tests, manages, monitors, supports, and troubleshoots all server, storage &amp; backup components of the Data Centre.</li> <li>✓ Administrator will perform disaster recovery for business continuity for any disaster.</li> </ul>	<p>Human Resources Management  Private Bag X14  Bloemfontein  9300</p> <p>30 Rhodes Avenue  Oranjesig  Bloemfontein  9301</p> <p>Telephonic Enquiries:  051 – 412 2629 / 2630</p> <p>Email: <a href="mailto:employ1@centlec.co.za">employ1@centlec.co.za</a> or  <a href="mailto:employ2@centlec.co.za">employ2@centlec.co.za</a> or  <a href="mailto:employ3@centlec.co.za">employ3@centlec.co.za</a></p> <p><b>PLEASE DO NOT SEND APPLICATIONS TO ALL ABOVE EMAIL ADDRESSES (DUPLICATION)</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p>

- ✓ Draw a road map, disaster and recovery plan and standard operational procedure for disaster and recovery.
  - ✓ Daily monitoring of the replications and backup for the VMware environment.
  - ✓ Daily Health Checks of Commvault servers using Dashboard.
  - ✓ Performing daily, weekly, and monthly data maintenance tasks and health checks configuration of device.
  - ✓ Perform Operational support and Management on Veeam backups. SLA Management, Change Control, Incident, and Problem Management.
  - ✓ Management and configurations of the Centre for replications and backups.
  - ✓ Management of the failed servers on replication. Generate and submit a report on backup and restorations logs. Add Servers to the Vcentre for backup.
  - ✓ Centralise all Servers for backups and upgrades
- Skills required.**
- ✓ Backup Software: Veeam software backup
  - ✓ VM Platforms: VMware vSphere Infrastructure, Microsoft Hyper-V infrastructure
  - ✓ Operating System: Windows Server 2018
  - ✓ Virtualization, Storage, Network, Active Directory, DNS, DHCP
  - ✓ Microsoft Azure, Office 365 backup support
  - ✓ SQL Server Backups and replications configurations

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
3.	MAIL AND DIRECTORY SERVICE SPECIALIST  ONE (1) POST  <u>SALARY GRADE: 005</u>  EXTERNAL	OFFICE OF THE CEO  -  INFORMATION MANAGEMENT DIVISION  BUSINESS CONTINUITY AND DISASTER RECOVERY SECTION	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>✓ Microsoft Certified Server Engineer (MCSE) Core Infrastructure: Windows Server 2016/ 2019, Data Centre, System Centre, and Virtual Machine manager</li> <li>✓ Microsoft Certified Solutions Associate (MCSA): Windows Server 2016 /2019</li> </ul> <p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>✓ At least four (4) years as a Server Engineer / Specialist in Windows Server 2018 /2019.</li> </ul> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Server Engineer will manage Windows Server 2019/22, Linux, on-premises hybrid servers, and infrastructure as a service (IaaS) platform workload.</li> <li>✓ Management and configuration of RAID drives, SANs, Datastores, HPe Storage and VMware ESXi.</li> <li>✓ Radius Server configuration and management.</li> <li>✓ Delegating roles to hardware server specialist on resolving server issues.</li> </ul> <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"> <li>✓ Migration and uprate 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 infrastructure requirements for Systems and IT servers. SQL Server upgrades.</li> <li>✓ Integrating Windows Server environments with Azure services and managing Windows Server on-premises.</li> <li>✓ Server engineer will perform tasks related to security, migration, monitoring, high availability, troubleshooting,</li> </ul>	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: <a href="mailto:employ1@centtec.co.za">employ1@centtec.co.za</a> or <a href="mailto:employ2@centtec.co.za">employ2@centtec.co.za</a> or <a href="mailto:employ3@centtec.co.za">employ3@centtec.co.za</a></p> <p><b>PLEASE DO NOT SEND APPLICATIONS TO ALL ABOVE EMAIL ADDRESSES (DUPLICATION)</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p>

		<p>and disaster recovery using administrative tools and technologies, including Windows Admin Centre, PowerShell, Azure Arc, and IaaS virtual machine administration.</p> <ul style="list-style-type: none"> <li>✓ Server Engineer will plan and implement System Centre Virtual Machine Manager (VMM) Core Infrastructure, Implement Software-Defined Networking (SDN), Implement Software-Defined Storage</li> <li>✓ Implement Datacentre Computer Solutions with Virtual Machine Manager (VMM).</li> <li>✓ Plan and design Group Policy Objects as requested to ensure compliance of company policies for servers and user end-point devices.</li> <li>✓ Performing some troubleshoot and resolve Active Directory, DHCP, GPO, DNS and IIS, Active Directory Federated Services, and password/identity management systems.</li> <li>✓ 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.</li> <li>✓ Windows Active Directory Domain Administration, providing timely and efficient support to assigned operations; coordinate day-to-day operations, apply security patches/fixes, Anti-virus and updates as released by software manufacturers and anti-virus vendors,</li> <li>✓ Create and implement domain level security policies such as authentication mechanisms, password policies and rules, IPSEC policies etc.</li> <li>✓ Future implementation of Cloud Virtual desktop</li> </ul> <p><b>Skills required</b></p> <ul style="list-style-type: none"> <li>✓ Knowledge in server specification analysis for the infrastructure</li> <li>✓ Windows Server 2019/22 and Linux</li> <li>✓ implementations of AD Forests, Domains, Trusts, DNS, DHCP, IPAM, Group Policy</li> <li>✓ On-prem Active Directory and Azure Active Directory support</li> <li>✓ Knowledge in server hardware setup and configurations</li> <li>✓ Configure Active Directory Domain Services (AD DS)</li> <li>✓ Microsoft Windows PowerShell scripting engine to automate tasks with AD group policies.</li> </ul>
--	--	--

			<ul style="list-style-type: none"><li>✓ Microsoft Mail Exchange management and integrations</li><li>✓ System Centre Virtual Machine Manager (VMM) Core Infrastructure</li><li>✓ Implement and configurations Storage Solutions and replications.</li><li>✓ Knowledge and implementation in Hyper-V and VMware environment</li><li>✓ Knowledge in SCOM planning, design, implementation, maintenance, and support</li><li>✓ Server configurations and management</li></ul>	
--	--	--	---	--



POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
4.	<p><b>HARDWARE AND TECHNICAL SUPPORT</b></p> <p>THREE (3) POSTS</p> <p><u>SALARY GRADE:</u> 009</p> <p>EXTERNAL</p>	<p>OFFICE OF THE CEO</p> <p>INFORMATION MANAGEMENT DIVISION</p> <p>OPERATIONAL SERVICES SECTION</p>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>✓ NQF level 5/6 Qualification in Information Technology</li> <li>✓ A+ N+ will be an advantage</li> </ul> <p><u>Experience:</u></p> <p>A minimum of one (1) year experience in an Information Technology (IT) end-user support environment with knowledge and skills on IT desktop computer support and networking.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ General desktop computer support including printers and installation of various software and network support.</li> </ul> <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"> <li>• Attend to users' requests and respond to incidents.</li> <li>• Build and repairs computers</li> <li>• Provide support and maintenance computers, printers and audio-visual equipment and systems.</li> <li>• Keep a record of user's computers applications and keep record all IT Assets</li> <li>• Email and Network support</li> <li>• Installation of various computer software and Antivirus</li> <li>• Installations of patches and updates</li> <li>• Installation of printers and Network cabling</li> </ul> <p><u>Skills Required</u></p> <ul style="list-style-type: none"> <li>✓ Advanced computer literacy,</li> <li>✓ Knowledge of Antivirus</li> <li>✓ Knowledge in SCCM</li> <li>✓ Knowledge of computer equipment and troubleshooting concept.</li> <li>✓ Knowledge of Network protocol and TCP/IP</li> </ul>	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: <a href="mailto:employ1@centelec.co.za">employ1@centelec.co.za</a> or <a href="mailto:employ2@centelec.co.za">employ2@centelec.co.za</a> or <a href="mailto:employ3@centelec.co.za">employ3@centelec.co.za</a></p> <p><b>PLEASE DO NOT SEND APPLICATIONS TO ALL ABOVE EMAIL ADDRESSES (DUPLICATION)</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p>

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
5.	<p>APPRENTICE</p> <p>TEN (10) POSTS</p> <p>SALARY GRADE: 014</p> <p>EXTERNAL</p> <p>THREE (3) YEAR FIXED TERM CONTRACT</p>	<p>HUMAN RESOURCES</p> <p>HUMAN RESOURCE DEVELOPMENT</p>	<p><u>Qualifications:</u></p> <p>N2 in Electrical Engineering (Heavy Current)</p> <p><u>Experience:</u></p> <p>No experience required</p> <p><u>Core description:</u></p> <p>The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> <li>Attend classes and training sessions: As an apprentice, you'll be required to attend classes and training sessions to learn the technical skills, safety practices, and electrical codes necessary to become a qualified electrician.</li> <li>Follow safety operating procedures: follow safety procedures and wear protective equipment at all times. You'll be expected to learn and follow these procedures to keep yourself and others safe.</li> <li>Learn to read blueprints: interpreting blueprints and diagrams to plan and install electrical systems. As an apprentice, you'll learn to read and interpret these documents under the guidance of a licensed electrician.</li> <li>Develop problem-solving skills: diagnosing and solving complex problems. As an apprentice, you'll learn to troubleshoot and solve problems under the guidance of a licensed electrician.</li> <li>On the job training and rotating to different Sections</li> <li>Assist electricians: As an apprentice, you'll be expected to assist qualified electricians with their work. This might include carrying tools, running wires, cutting conduits, or performing other tasks as directed.</li> </ul>	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: <a href="mailto:employ1@centtec.co.za">employ1@centtec.co.za</a> or <a href="mailto:employ2@centtec.co.za">employ2@centtec.co.za</a> or <a href="mailto:employ3@centtec.co.za">employ3@centtec.co.za</a></p> <p><b>PLEASE DO NOT SEND APPLICATIONS TO ALL ABOVE EMAIL ADDRESSES (DUPLICATION)</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p>

			<p><b><u>Other requirement:</u></b></p> <ul style="list-style-type: none"><li>• Must be physically and mentally healthy.</li><li>• Ability to work extended hours.</li><li>• Knowledge on high-risk electrical environment</li></ul>	

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
6.	<p>ENGINEERING ASSISTANT// SNR // FIRST FOUR (4) POSTS  SALARY GRADE: 008//007//006  EXTERNAL</p>	<p>DIRECTORATE ENGINEERING WIRES  PLANNING</p>	<p><u>Qualification:</u> National Diploma in Electrical Engineering (Heavy Current)</p> <p><u>Experience:</u> Must have two (2) to three (3) years practical experience in the electrical distribution environment. Knowledge of municipal procedures/systems/infrastructure/technology/legislation</p> <p><u>Core description:</u> The successful candidate will be responsible for the following functions and not limited to:</p> <ul style="list-style-type: none"> <li>To analyse and assess the power system's performance regularly to maximize reliability and availability of the needed electrical capacity.</li> <li>To identify, list, implement and manage strategic upgrading and network strengthening programs as prescribed by Chief Engineering Assistant.</li> <li>Oversee designs for all new as well as for all upgrading of existing protection systems.</li> <li>Ensure that the correct size of the electrical equipment is chosen for the different applications and requirements.</li> <li>Ensure that all new high voltage electrical equipment is tested and commissioned, and the appropriate documentation completed.</li> <li>Oversee those strategies and procedures implemented to ensure the best engineering practices that conform to the safety and technical standards.</li> <li>Ensure that personnel under his/her supervision perform within the Conditions of Employment.</li> </ul>	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: <a href="mailto:employ1@centilec.co.za">employ1@centilec.co.za</a> or <a href="mailto:employ2@centilec.co.za">employ2@centilec.co.za</a> or <a href="mailto:employ3@centilec.co.za">employ3@centilec.co.za</a></p> <p><b>PLEASE DO NOT SEND APPLICATIONS TO ALL ABOVE EMAIL ADDRESSES (DUPLICATION)</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p>

		<ul style="list-style-type: none"><li>• Ensure that all assets under his/her control are utilized correctly, according to regulation and according to policy.</li><li>• Assist in the investigation and evaluation of power-failure-related claims.</li></ul> <p><b><u>Physical Requirements:</u></b></p> <ul style="list-style-type: none"><li>• Good Health (Lifting, bending, climbing)</li></ul> <p><b><u>Other Requirements:</u></b></p> <ul style="list-style-type: none"><li>• Code EB driver's license</li><li>• Computer Literacy</li><li>• Bilingualism</li><li>• Attention to detail</li><li>• Communication Skills</li><li>• Basic hand tool skills</li></ul>	
--	--	---	--

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
7.	<p><b>DRAUGHTSMAN</b></p> <p>TWO (2) POSTS</p> <p>SALARY GRADE: 010</p> <p><b>EXTERNAL</b></p>	<p><b>ENGINEERING WIRES</b></p> <p><b>PLANNING: DEVELOPMENT</b></p>	<p><u>Qualifications:</u></p> <p>Grade 12 with Multi-Disciplinary Drawing Office Practice (National Draughting Certificate)</p> <p><u>Experience:</u></p> <p>Two (2) years practical experience in the electrical distribution environment. And an additional one (1) year experience in CAD will serve as a recommendation.</p> <p><u>Core description:</u></p> <p>The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> <li>• Identify projects for the capital program</li> <li>• Formation of reports and graphics regarding the operation of the Drawing Office</li> <li>• Update the daily worksheets</li> <li>• Keeping records of buildings plans approved</li> <li>• Oversee the filling of drawings in the Drawing Office</li> <li>• Setting up weekly, quarterly and yearly reports of the Drawing Office works;</li> <li>• Purchase of stationery, material and drawing equipment</li> <li>• Drawing of plans for all departments</li> <li>• Indication of services (cable network) on service plans</li> <li>• Compilation of work programs and procedures concerning activities in the Drawing Office</li> </ul> <p><u>Additional Requirements:</u></p> <ul style="list-style-type: none"> <li>• Computer literacy</li> <li>• Ability to speak Sesotho/English/Afrikaans</li> <li>• Attention to detail</li> <li>• Effective communication skills (verbally and written)</li> </ul>	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: <a href="mailto:employ1@centtec.co.za">employ1@centtec.co.za</a> or <a href="mailto:employ2@centtec.co.za">employ2@centtec.co.za</a> or <a href="mailto:employ3@centtec.co.za">employ3@centtec.co.za</a></p> <p><b>PLEASE DO NOT SEND APPLICATIONS TO ALL ABOVE EMAIL ADDRESSES (DUPLICATION)</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p>

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
8.	<p><b>ELECTRICIAN // SENIOR</b></p> <p>TEN (10) POSTS</p> <p><b>SALARY GRADE: 009 // 08/1</b></p> <p><b>EXTERNAL</b></p>	<p><b>ENGINEERING WIRES</b></p> <p>- <b>NETWORK MAINTENANCE (7)</b></p> <p>- <b>INFRASTRUCTURE REFURBISHMENT (3)</b></p>	<p><u>Qualifications:</u></p> <p>N2 with a completed Apprenticeship and/or qualified as an Electrician (Trade Certificate) a Code EC1 Driver's License and a Professional Driving Permit.</p> <p><u>Experience:</u></p> <p>Relevant experience will serve as a recommendation.</p> <p><u>Core description:</u></p> <p>The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> <li>• Commissioning of new equipment. (Cables, transformers, switch gear, etc.)</li> <li>• Testing of equipment (Cables, transformers, switch gear, etc.)</li> <li>• Fault location on all equipment (Cables, transformers, switch gear, etc.)</li> <li>• Earth resistance testing.</li> <li>• The daily functions at the section.</li> <li>• 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.</li> </ul> <p><u>Other requirements:</u></p> <p><b>Required to perform shift work in Power Failure section</b></p>	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: <a href="mailto:employ1@centelec.co.za">employ1@centelec.co.za</a> or <a href="mailto:employ2@centelec.co.za">employ2@centelec.co.za</a> or <a href="mailto:employ3@centelec.co.za">employ3@centelec.co.za</a></p>

**PLEASE DO NOT SEND APPLICATIONS TO ALL ABOVE EMAIL ADDRESSES (DUPLICATION)**

**CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED**

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
9.	<p>ELECTRICIAN // SENIOR</p> <p>FOUR (4) POSTS</p> <p>SALARY GRADE: 009 // 08/1</p> <p>EXTERNAL</p>	<p>ENGINEERING WIRES</p> <p>-</p> <p>PRIMARY PLANT MAINTENANCE (4)</p>	<p><u>Qualifications:</u></p> <p>N2 with a completed Apprenticeship and/or qualified as an Electrician (Trade Certificate) a Code EC1 Driver's License and a Professional Driving Permit.</p> <p><u>Experience:</u></p> <p>Relevant experience will serve as a recommendation.</p> <p><u>Core description:</u></p> <p>The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> <li>• Assembling, installing, and commissioning equipment</li> <li>• Installing switchgear, Low, Medium, and High voltage.</li> <li>• Installing Transformers, Low, Medium, and High voltage.</li> <li>• Installing Low Voltage boards</li> <li>• Installing battery systems</li> <li>• Installing Current transformer</li> <li>• Inspect, troubleshoot, and repair low, medium, and high voltage electrical systems.</li> <li>• Perform preventive maintenance on electrical systems to ensure efficient and safe operation.</li> <li>• Repair or replace faulty electrical components, such as cables, transformers, and switchgear.</li> <li>• Install, maintain, and repair electrical equipment in distribution centers, primary and secondary substations, open-air substations, and miniature substations.</li> </ul>	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: <a href="mailto:employ1@centelec.co.za">employ1@centelec.co.za</a> or <a href="mailto:employ2@centelec.co.za">employ2@centelec.co.za</a> or <a href="mailto:employ3@centelec.co.za">employ3@centelec.co.za</a></p> <p><b>PLEASE DO NOT SEND APPLICATIONS TO ALL ABOVE EMAIL ADDRESSES (DUPLICATION)</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p>



- Conduct fault finding on low, medium, and high voltage systems to locate and repair faults.
- Use testing equipment, such as multimeters, to diagnose electrical problems.
- Repair or replace faulty electrical components, such as cables, transformers, and switchgear.
- Conduct after-hours standby duties to respond to emergency callouts and ensure the safe and efficient operation of electrical systems.
- Maintain accurate records of work performed, including work orders, parts used, and time spent on each job.

**Other requirements:**

Required to perform shift work in Power Failure section.

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
10.	<p><b>ELECTRICITY PRICING ANALYST</b></p> <p>ONE (1) POST</p> <p><b>SALARY GRADE: 005</b></p> <p><b>EXTERNAL</b></p>	<p><b>ENGINEERING RETAIL</b></p> <p><b>- PURCHASING &amp; METERING DIVISION</b></p> <p><b>PRICING SECTION</b></p>	<p><b>Qualifications:</b></p> <p>Bachelor of Commerce in Information and Technology</p> <p><b>Experience:</b></p> <p>Minimum of three (3) year experience working with pricing</p> <p><b>Core description</b></p> <p>The successful candidate will be responsible for the following functions and not limited to:</p> <p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• Maintenance and development of core electricity pricing systems, including pricing models and processes across different products.</li> <li>• Manage KPI's for pricing / margin and related metrics.</li> <li>• Develop competitor product, pricing and tariff analysis.</li> <li>• Develop, run and present high level operational and management reports.</li> <li>• Build and manage relationships with key stakeholders including risk, energy, sales and operations.</li> <li>• Previous experience in the power market in a pricing role</li> <li>• Track record of managing pricing cost components and pricing models</li> <li>• Good numeric skills with an eye for details and accuracy</li> <li>• Good interpersonal and analytical skills</li> <li>• Experience of producing management and board level reports</li> <li>• Ability to handle complex issues and provide innovative solutions</li> </ul>	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: <a href="mailto:employ1@centelec.co.za">employ1@centelec.co.za</a> or <a href="mailto:employ2@centelec.co.za">employ2@centelec.co.za</a> or <a href="mailto:employ3@centelec.co.za">employ3@centelec.co.za</a></p> <p><b>PLEASE DO NOT SEND APPLICATIONS TO ALL ABOVE EMAIL ADDRESSES (DUPLICATION)</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p>

- Diligent, tenacious, able to work on own initiative to a high level of accuracy
- Exceptional Excel, strong database skills SQL / modelling software
- Educated to Degree level or equivalent in numerical / analytical subject g. maths / economics / science / accountancy.

**Additional Requirements**

- Computer Literacy skills – Microsoft Office, SQL and related software
- Must have applicable experience.
- Leadership and management skills
- Subject Matter Expert
- Human Relations and customer services
- Communication and interpersonal skills
- Administrative and organization skills
- Problem solving and analytical skills.
- Report writing skills.
- Ability to prioritize and control workload of a team.
- Ability to work as part of a team.
- Knowledge of metering and electricity pricing.

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
11.	SOFTWARE AND DATABASE DEVELOPER TWO (2) POSTS Salary Grade: 005 EXTERNAL	ENGINEERING RETAIL  TRADING SERVICES - SYSTEMS INTEGRATION AND DEVELOPMENT	<p><u>Qualifications:</u></p> <p>Bsc Computer Science Degree / B-Tech in Information Technology.</p> <p>MSDBA (Microsoft Certified Database Administration) and/or MCSD (Microsoft Certified Solutions Developer) will be an advantage.</p> <p><u>Experience:</u></p> <p>Competent in more than one programming language (e.g., C, C++, Java, ASP .NET)</p> <p>A minimum of four (4) years as a programmer in software development. Experience in MS SQL, PostgreSQL database modelling and normalizations with a strong understanding of database structures, theories, principles, and best practices. Experience in utilizing various programming languages - C#, JavaScript, Python, CSS &amp; HTML, MS SQL commands / postgrads,</p> <p><u>Core Description:</u></p> <p>The successful candidate will be responsible for the following functions:</p> <p><u>Duties and Activities:</u></p> <ul style="list-style-type: none"> <li>• Development of the web application systems for the organisation</li> <li>• Development of the Mobile App applications' UI using Android SDK, IOS SDK</li> <li>• Intergrade new and existing system applications through API applications within the organisation</li> <li>• Database modelling and normalizations for various applications systems.</li> <li>• Creation of the database structure for the systems applications and mobile apps</li> </ul>	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: <a href="mailto:employ1@centelec.co.za">employ1@centelec.co.za</a> or <a href="mailto:employ2@centelec.co.za">employ2@centelec.co.za</a> or <a href="mailto:employ3@centelec.co.za">employ3@centelec.co.za</a></p> <p><b>PLEASE DO NOT SEND APPLICATIONS TO ALL ABOVE EMAIL ADDRESSES (DUPLICATION)</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p>

	<ul style="list-style-type: none"><li>• Apply applications security controls around the systems applications for compliance with ICT policy.</li><li>• Support new and old systems application in coding modifications for any change in development.</li><li>• Engage with the Database administrator in supporting database and backups.</li><li>• Engage with the Database administrator in creating clusters for the applications.</li></ul> <p><b><u>Additional requirements:</u></b></p> <ul style="list-style-type: none"><li>• Portfolio of Evidence and Projects to be presented</li><li>• Code EB drivers' license;</li><li>• Advanced Proficiency in English</li><li>• Communication skills and good reasoning powers</li></ul>	
--	--	--

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
12.	<p><b>DATABASE DEVELOPER</b></p> <p>ONE (1) POST</p> <p>Salary Grade: 005</p> <p><b>EXTERNAL</b></p>	<p><b>ENGINEERING RETAIL</b></p> <p><b>TRADING SERVICES</b></p> <p><b>SYSTEMS INTEGRATION AND DEVELOPMENT</b></p>	<p><u>Qualifications:</u></p> <p>B.Sc. Computer Science degree / B-Tech in Information Technology.</p> <p>MCSA SQL added as advantage.</p> <p><u>Experience:</u></p> <p>4 + years' solid previous experience as a database administrator on MS SQL and PostgreSQL. Serve with a strong understanding of database structures, theories, principles, and best practices. Knowledge on Microsoft and Linux Server environment.</p> <p>Experience in utilizing various high availability (HA) and disaster recovery (DR) options for Microsoft SQL Server environment. Microsoft Azure and Linux (RedHat and CentOS) and Knowledge on Network Storage</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Can get more things done whilst using fewer resources to achieve this;</li> <li>✓ Can execute by mobilizing activities simultaneously and not duplicating;</li> <li>✓ Consistently attains targets and goals as planned; and</li> <li>✓ Delivers activities and plans as scheduled.</li> </ul> <p><u>Duties &amp; Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Provide guidance and implementation of the corporate data and the corresponding data feeds.</li> <li>• Perform a daily backup of database for all the systems.</li> <li>• Database Modelling and centralization of the systems databases.</li> <li>• Upgrade of the SQL database versions and management.</li> <li>• Manage the Storage Servers .</li> </ul>	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: <a href="mailto:employ1@centtec.co.za">employ1@centtec.co.za</a> or <a href="mailto:employ2@centtec.co.za">employ2@centtec.co.za</a> or <a href="mailto:employ3@centtec.co.za">employ3@centtec.co.za</a></p> <p><b>PLEASE DO NOT SEND APPLICATIONS TO ALL ABOVE EMAIL ADDRESSES (DUPLICATION)</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p>

- Perform SQL schema and clustering.
- Apply Database Security for all the systems against SQL injections.
- Manage SQL Server databases for all systems.
- Configure and maintain database servers and processes.
- Monitor Database health and performance.
- Ensure high levels of performance, availability, sustainability, and security.
- Provide recommendations for solutions where applicable in relation to Database.
- Assist developers with query tuning and schema refinement.
- Perform scheduled maintenance and support release deployment activities.
- Take ownership, leading and coordinate operational tasks, customer escalations, process improvements.
- Improve infrastructure development and application development.
- Integrate old systems data with new systems.
- Test and coordinate modifications on the Database.
- Ensure the system is running smoothly and database is interacted.
- Document operational procedures (Maintenance, Database upgrade, server standards, etc.)
- Develop database modelling plan.
- Provide a daily report on Systems database performance and security.

**Database Administrator Skills**

Strong command of SQL and SQL server tools.  
 Strong knowledge on Power BI  
 Advanced knowledge of database security, backup and recovery, and performance monitoring standards.  
 Understanding of relational and dimensional data modelling.  
 PowerShell scripting skills  
 Database Schema and Clusters  
 Knowledge of data structures, algorithms, heuristics.  
 Strong foundational knowledge in backup/recovery and security best practices

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
13.	<p><b>DATA ANALYST</b> ONE (1) POST Salary Grade: 005</p> <p><b>EXTERNAL</b></p>	<p><b>ENGINEERING RETAIL</b></p> <p><b>TRADING SERVICES</b></p> <p><b>- SYSTEMS INTEGRATION AND DEVELOPMENT</b></p>	<p><u>Qualifications:</u> BTech in IT or Computer science plus Data Analytics certificate</p> <p><u>Experience:</u> Minimum of three (3) Years of hands-on work experience in data analytics. Work experience as a data analyst or in a related field. Technical expertise regarding data models, database design development, data mining and segmentation techniques Ability to translate business requirements into non-technical, lay terms. Demonstrated experience in handling large data sets and relational databases. Written and verbal communication Strong knowledge of and experience with reporting packages (Business Objects etc.) Knowledge of statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, SAS etc.)</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Can get more things done whilst using fewer resources to achieve this:</li> <li>✓ Can execute by mobilizing activities simultaneously and not duplicating:</li> <li>✓ Consistently attains targets and goals as planned; and</li> <li>✓ Delivers activities and plans as scheduled.</li> </ul> <p><u>Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Conducting full lifecycle analysis to include requirements, activities, and design.</li> <li>• Develop analysis and reporting capabilities.</li> <li>• Monitor performance and quality control plans to identify improvements.</li> </ul>	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: <a href="mailto:employ1@centlec.co.za">employ1@centlec.co.za</a> or <a href="mailto:employ2@centlec.co.za">employ2@centlec.co.za</a> or <a href="mailto:employ3@centlec.co.za">employ3@centlec.co.za</a></p> <p><b>PLEASE DO NOT SEND APPLICATIONS TO ALL ABOVE EMAIL ADDRESSES (DUPLICATION)</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p>



- Interpret data, analysis results using statistical techniques and provide ongoing reports.
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.
- Acquire data from primary or secondary data sources and maintain databases/data systems.
- Identify, analysis, and interpret trends or patterns in complex data sets.
- Filter and "clean" data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems.
- Work with management to prioritize business and information needs.
- Locate and define new process improvement opportunities.

**Data Analyst Skills**

- SQL
- Spreadsheets
- Critical Thinking
- Statistical programming languages
- Data visualization
- Data warehousing
- Problem-solving

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
14.	<p>ENGINEERING ASSISTANT // SNR // FIRST</p> <p>FOUR (4) POSTS</p> <p>Salary Grade: 009-008/007//006</p> <p>EXTERNAL</p>	<p>ENGINEERING RETAIL</p> <p>TRADING SERVICES</p> <p>- METERING</p>	<p><u>Qualifications:</u></p> <p>National Diploma in Electrical Engineering (Heavy current)</p> <p><u>Experience:</u></p> <p>Two to three (2 - 3) years' experience in the electrical distribution environment</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Participates in various well defined engineering functions;</li> <li>✓ Works with some degree of independence but primarily works under guidance and supervision.</li> <li>✓ Performs well-defined activities. Applies a known body of knowledge; and</li> <li>✓ Works independently and seeks advice as and when required.</li> </ul> <p><u>Core description:</u></p> <p><b>The incumbent of this post will be responsible for:</b></p> <p>The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> <li>• Install Statistical Meters</li> <li>• Install Power Quality instruments</li> <li>• Refurbish Statistical meters</li> <li>• Plan projects and execute projects as required</li> <li>• Commission Statistical meters as required</li> <li>• Analyze the Power Quality data from the instruments and produce reports on the Quality of Supply monthly</li> <li>• Analyze the statistical meters data and determine the distribution losses on the network</li> </ul>	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: <a href="mailto:employ1@centelec.co.za">employ1@centelec.co.za</a> or <a href="mailto:employ2@centelec.co.za">employ2@centelec.co.za</a> or <a href="mailto:employ3@centelec.co.za">employ3@centelec.co.za</a></p> <p><b>PLEASE DO NOT SEND APPLICATIONS TO ALL ABOVE EMAIL ADDRESSES (DUPLICATION)</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p>

		<ul style="list-style-type: none"><li>• Assist with restoration of any communication issues regarding the statistical meters</li><li>• Assist with restoration of any communication issues regarding the power quality instruments</li></ul> <p><b><u>Other Requirements:</u></b></p> <ul style="list-style-type: none"><li>• Code EB driver's license</li><li>• Must have applicable experience</li><li>• Subject Matter Expert</li><li>• Human Relations and customer services</li><li>• Comprehensive experience in the Bulk Metering</li><li>• Administrative duties</li><li>• Problem solving</li><li>• Analytical</li></ul>	
--	--	---	--

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
15.	<p><b>APPLICATION, DESIGN, DEVELOPMENT &amp; SUPPORT PRACTITIONER</b></p> <p>TWO (2) POSTS</p> <p>Salary Grade: 009/008</p> <p><b>EXTERNAL</b></p>	<p><b>ENGINEERING RETAIL</b></p> <p><b>TRADING SERVICES</b></p> <p>- <b>SYSTEMS INTEGRATION AND DEVELOPMENT</b></p>	<p><u>Qualifications:</u></p> <p>National Diploma IT or IT Certificate in one of programming language (e.g., C, C++, Java, ASP .NET)</p> <p><u>Experience:</u></p> <p>Minimum two (2) years of hands-on work experience in System development and/or IT Support.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Can get more things done whilst using fewer resources to achieve this;</li> <li>✓ Can execute by mobilizing activities simultaneously and not duplicating;</li> <li>✓ Consistently attains targets and goals as planned; and</li> <li>✓ Delivers activities and plans as scheduled.</li> </ul> <p><u>Duties and Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Establishing a detailed program specification through discussion with Users.</li> <li>• Clarifying what actions, the program is intended to perform.</li> <li>• Breaking down program specification into its simplest elements and translating this logic into a programming language.</li> <li>• Devising possible solutions to anticipated problems.</li> <li>• Working as part of a team, which may be established purely for a particular project, to write a specific section of the program.</li> <li>• Combining all elements of the program design and testing it.</li> <li>• Testing sample datasets to check that output from the program works as intended.</li> <li>• Conducting testing and support .</li> </ul>	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: <a href="mailto:employ1@centlec.co.za">employ1@centlec.co.za</a> or <a href="mailto:employ2@centlec.co.za">employ2@centlec.co.za</a> or <a href="mailto:employ3@centlec.co.za">employ3@centlec.co.za</a></p> <p><b>PLEASE DO NOT SEND APPLICATIONS TO ALL ABOVE EMAIL ADDRESSES (DUPLICATION)</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p>

		<ul style="list-style-type: none"><li>• Evaluating and recommend the system effectiveness by Adapting to new requirements.</li><li>• Writing detailed documentation for the operation of the program by users and computer operators</li></ul> <p><b>Required skills:</b> Advanced Computer literacy Report writing Verbal and Written communication</p>	
--	--	--	--

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
16.	<p>MAIL AND DIRECTORY SERVICE SPECIALIST</p> <p>ONE (1) POST</p> <p><b>SALARY GRADE: 005</b></p> <p><b>EXTERNAL</b></p>	<p>OFFICE OF THE CEO</p> <p>INFORMATION MANAGEMENT DIVISION</p>	<p><u>Qualifications:</u></p> <p>Microsoft Certified Engineer: Azure Administrator and Office 365 Administration Azure Solution Architect expert.</p> <p><u>Experience:</u></p> <p>At least four (4) years as Systems Administrator in Azure Administration, Office 365 services support and implementations.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Azure Administrator will manage and configure and Office 365 platform services.</li> <li>✓ Management and support of Azure AD, Exchange online and Office 365 application platforms and services from end to end for Azure IaaS, PaaS.</li> <li>✓ Management and configuration of Active teams and Groups Cloud services Sync</li> <li>✓ Delegate roles to hardware server specialist in server and user access services on Microsoft Office 36.</li> </ul> <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"> <li>• Azure Administrator will deploy, configure, manage, troubleshoot, and monitor recipients, permissions, mail protection, mail flow, and public folders in both on-premises and cloud enterprise environments.</li> <li>• Azure Administrator should have a working knowledge of authentication types, licensing, and integration with Microsoft 365 applications.</li> <li>• Azure Administrator will be responsible for configuring, deploying, and managing Office 365 and Azure services</li> </ul>	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: <a href="mailto:employ1@centtec.co.za">employ1@centtec.co.za</a> or <a href="mailto:employ2@centtec.co.za">employ2@centtec.co.za</a> or <a href="mailto:employ3@centtec.co.za">employ3@centtec.co.za</a></p> <p><b>PLEASE DO NOT SEND APPLICATIONS TO ALL ABOVE EMAIL ADDRESSES (DUPLICATION)</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p>

- and infrastructure on-premises, in the cloud, and in hybrid environments.
- Implement, configuration and administering of SCOM, SCCM, Office365, Exchange Online, OneDrive, Teams, SharePoint Online, Microsoft Intune and Azure Active Directory. Perform high Microsoft level support.
- Setup and management on exchange online achieving including mimecast mail achieving.
- Azure administrator will be responsible for management and configurations of the bit locker software and Microsoft security services such as Bit locker.
- Office 365 security management through Mimecast mail relay management.
- Setting up preventive maintenance schedules and real-time monitoring.
- Troubleshoot and resolve issues with user access on office 365 services such as auto sync mails and data.
- Maintaining security by monitoring the system for potential vulnerabilities, identifying risks, and taking action to mitigate on premise services to cloud services.
- Troubleshooting technical issues such as email delivery failures or authentication problems.
- Managing the deployment of new features or functionality after they have been tested in a staging environment.
- Key roles in Office 365 cloud services and security implementation.
- Work hand in hand with the backup specialist to configure cloud storage and server migrations to cloud storage.
- Future implementation of the Azure cloud and Veeam for Office 365 Data
- Microsoft Dynamics implementation.

**Skills required.**

- Configuring and managing workload integrations in On-premises and Clouds
- Extensive knowledge in SCCM planning, design, implementation, maintenance, and support
- Experience using the Microsoft Windows PowerShell scripting engine to automate tasks with SCCM and Office 365 applications.
- Knowledge in Exchange Online and it's interaction with On-prem Active Directory and Azure Active Directory.

			<ul style="list-style-type: none"> <li>• Office 365 Mail security levels and authentications e.g., Intune self-reset passwords, mail encryptions</li> <li>• Knowledge in Bit-locker implementations in Azure and AD</li> <li>• Microsoft 365 Defender for Cloud services</li> <li>• Knowledge in cloud-based solutions for Microsoft 365.</li> <li>• Understanding of SQL Server management concepts</li> <li>• Knowledge in integrating third-party apps and services including line-of-business applications on Office 365 Intune and Office 365 Apps</li> <li>• Office 365 Admin Centre management and support</li> <li>• Understand Azure development and DevOps processes.</li> <li>• Configuring and managing SharePoint Online</li> <li>• Configuring and managing Office 365 Intune securities and integrations</li> <li>• Configuring and managing OneDrive for Business and Microsoft Office 365 Dynamics</li> <li>• Azure Backup Cloud Management and Configuration</li> </ul>
--	--	--	---

**TOTAL POSITIONS: 48**

**APPROVED:** \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER**

**DATE:** 28/07/2023