



**CENTLEC**

REG NO 2003/011612/30

CENTLEC (SOC) LTD

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

Applications must be 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. **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 filing of these vacancies.

**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. EMPLOYEES 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 **7<sup>th</sup> July 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 this Vacancy bulletin consists of **73 positions**.

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
1.	<p><b>EVENTS COORDINATOR – GRAPHIC DESIGN</b></p> <p>ONE (1) POST</p> <p><b>SALARY GRADE: 008</b></p> <p><b>INTERNAL / EXTERNAL</b></p>	<p><b>OFFICE OF THE CEO</b></p> <p><b>MARKETING AND COMMUNICATIONS DIVISION</b></p>	<p><u>Qualifications:</u></p> <p>National Diploma Graphics / Graphic Designing</p> <p><u>Experience:</u></p> <p>Two to three (2-3) years relevant experience</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Conveys information through various communication platforms, either directly, or in consultation with other functionaries;</li> <li>✓ Ensures that all communication (both verbal and written) is clear and unambiguous;</li> <li>✓ Able to be allocated specific assignments and to work without direct supervision;</li> <li>✓ Is receptive to suggestions and ideas from others; and</li> <li>✓ Demonstrates an in-depth understanding of the issues to be communicated.</li> </ul> <p><u>Core description:</u></p> <ul style="list-style-type: none"> <li>• Management and maintenance of Centlec Website, Intranet and all other social media content.</li> <li>• Develop the overall layout and production design for advertisements, brochures, magazines, and corporate reports.</li> <li>• Combine art and technology to communicate ideas through images and the layout of websites and printed pages.</li> <li>• Application and correction of the type, font, size, colour, and line length of headlines, headings, and text.</li> </ul> <p><u>Additional requirements:</u></p> <ul style="list-style-type: none"> <li>• Possession of creative flair, versatility, conceptual/visual ability and originality</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p>

			<p>Demonstrable graphic design skills with a strong portfolio</p> <ul style="list-style-type: none"><li>• Up to date with industry leading software and technologies (In Design, Illustrator, Dreamweaver, Photoshop)</li><li>• Highly proficient in all design aspects</li></ul> <p>Professionalism regarding time, costs and deadlines</p>	
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2.	<p><b>MANAGER: COMMUNICATIONS</b></p> <p>ONE (1) POST</p> <p><b>SALARY GRADE: 003</b></p> <p><b>INTERNAL / EXTERNAL</b></p>	<p><b>OFFICE OF THE CEO</b></p> <p><b>DIVISION: COMMUNICATIONS</b></p>	<p><u>Qualifications:</u></p> <p>B. Tech or B. Degree in Journalism / Communications / Public Management</p> <p><u>Experience:</u></p> <p>At least five (5) years' experience in Communications and Marketing. Strong management and leadership skills.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Understands the uses and limitations of published statistics;</li> <li>✓ Manages unplanned communication;</li> <li>✓ Balances Political views with organizational needs when communicating;</li> <li>✓ Proactively deals with issues before they become a crisis.</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>• Overseeing that correct information is disseminated through publications and presentations outlining critical communications and marketing interventions, scope, coverage, and benefits.</li> <li>• Participating in Forums, Committees, etc. with a view to interacting and leading discussions on the implementation of national strategies and constraints facing regional alignment.</li> <li>• Monitoring in the distribution of circulation of different departments power outages notices and other related organizational issues impacting internal staff and members of the community</li> <li>• Analysing and verifying draft internal/ external advertisements for media statements prior to publication before it can be approved by the</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p>

**General Manager.**

- Initiating contact with external stakeholders to determine availability for information sessions and/or updates on tariffs; new developments of the company as well as challenges.
- Provide leadership on the correct use of the Corporate Identity.
- Work with service providers to ensure the correct application of the brand.
- Advice during events on the correct usage of branding.
- Develop metrics and measurement competencies for evaluating success against defined objectives
- Manage the Marketing & Communications budget and ensure programme milestones related to marketing & communications are achieved on time and within budget.

**Strategic roles:**


- Analyzing 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.

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3.	<b>SCM PRACTITIONER: AND PERFORMANCE</b> ONE (1) POST <u>SALARY GRADE: 006</u>  <b>INTERNAL</b>	<b>FINANCE</b>  <b>SUPPLY CHAIN MANAGEMENT</b>  <b>CONTRACT AND PERFORMANCE MONITORING</b>	<p><b>Qualifications:</b> National Diploma in Accounting and MFMP will be added advantage.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Two (2) years' working experience in Supply chain management environment</li> </ul> <p><b>Framework:</b></p> <ul style="list-style-type: none"> <li>✓ Risk management specific. The identification and evaluation of risk management in the entity.</li> <li>✓ The establishment of complaints registers, the investigation and report back of such complaints.</li> <li>✓ Close management of Service level agreements and contracts.</li> <li>✓ Apply, manage, monitor and control Vendor management principles.</li> </ul> <p><b>Core description:</b> The successful candidate will be responsible for the following functions and not limited to:</p> <ul style="list-style-type: none"> <li>In consultation with various user departments within the entity, the contract and performance manager shall manage and regularly monitor a contract agreement entered into with the entity;</li> <li>Report to the CFO on the management of the contract or agreement and the performance of the contractor;</li> <li>Continually monitor, evaluate and improve supplier performance including the regular use of audit and benchmarking techniques to objectively measure suppliers against a range of targets and objectives;</li> </ul>	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@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>


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			<ul style="list-style-type: none"><li>• Negotiation of prices, contracts and SLA's for entity consumables and services;</li><li>• Securing the best possible trading terms with suppliers and maintain a database of supplier agreements;</li><li>• Identify elements requiring improvement and structure projects and actions to address the needs</li><li>• Monthly, quarterly, bi-annually and annual reporting in terms of the MFMA</li><li>•</li><li>• Extract, validate, cleanse and classify, enhance and analyse spend data</li><li>• Determine if future as well as current needs are understood and whether a real need for goods, works or services exist.</li><li>• Conduct proper frequency, historical, industry and commodity analysis to determine the most appropriate sourcing and procurement strategies</li><li>• Keep abreast of SCM best practices and Government requirements and promote the consistent application of "best practices" throughout the Department's supply chain</li></ul>	
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4.	<p>SCM PRACTITIONER: ACQUISITION ONE (1) POST <u>SALARY GRADE: 006</u>  INTERNAL</p>	<p>FINANCE SUPPLY CHAIN MANAGEMENT DEMAND AND ACQUISITION ACQUISITION</p>	<p><u>Qualifications:</u> National Diploma in Accounting / Financial management. MFMP will be added advantage.</p> <p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Two (2) years' working experience in Supply chain management environment</li> </ul> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Identification of needs of the department through the budget process, procurement plans and applying research methodologies on pricing.</li> <li>✓ Product knowledge.</li> <li>✓ Applying strategic sourcing methodologies to meet needs.</li> <li>✓ Invitation of bids and quotations for adjudication process.</li> </ul> <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>• Prepare all the necessary advertisement specifications for all bids / tenders to be advertised.</li> <li>• Ensure that tender advertisements are approved and publicised timeously;</li> <li>• Prepare all necessary ordering specifications for all order requisitions;</li> <li>• Liaise with suppliers and service providers regarding approved orders;</li> <li>• Adhere to prescribed procedure for opening, handling, evaluation and finalisation of bids / tenders;</li> <li>• Where appropriate, liaise with other departments regarding bids / tenders initiated from those departments</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: 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 TO ALL EMAILS</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 



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5.	<p><b>STOREMAN</b></p> <p>TWO (2) POST</p> <p><u>SALARY GRADE: 012 /010</u></p> <p><b>INTERNAL</b></p>	<p><b>FINANCE</b></p> <p><b>SUPPLY CHAIN MANAGEMENT</b></p> <p>- Return store</p> <p>- Yard store</p>	<p><u>Qualifications:</u></p> <p>Grade 12 certificate and MS Office Literacy</p> <p><u>Experience:</u></p> <p>One to two (1-2) year of relevant experience.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Able to respond in writing to basic types of communication.</li> <li>✓ Confirm understanding of verbal and written instructions.</li> <li>✓ Interacts with various clients / stakeholders.</li> <li>✓ Enters data into specific applications, computerized or manual according to set procedures.</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>• Assist in issuing of stock, receiving of stock, procuring of stock replenishing and stock control.</li> <li>• Checking the supplier documentation against physical items and verifying quantity and specifications prior to acknowledging receipt or recording short delivery/ damages on the documentation.</li> <li>• Checking the supplier documentation against physical items and verifying quantity and specifications prior to acknowledging receipt or recording short delivery/ damages on the documentation.</li> <li>• Coding stock received in accordance with control procedures and positioning items in the appropriate location.</li> <li>• Attending to the rotation of stock based on 'first in –first out principles' and positioning items taking into consideration "shelf life span".</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 

		<ul style="list-style-type: none"><li>• Monitoring stock levels against established safety stock levels, identifying with slow moving/ aged items and seeking approval on changes to stock control guidelines.</li><li>• Conducting stock counting sequences, applying control procedures using specific coding/ labels to indicated counted stock and quantities.</li><li>• Receiving and referring to approved transactional documentation to identify with requirements, accessing specific items and checks quantities prior to issue</li></ul>	
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6.	<b>BID OFFICER</b>  ONE (1) POSTS  <u>SALARY GRADE: 008</u>  INTERNAL	<b>FINANCE</b>  <b>SUPPLY CHAIN MANAGEMENT</b>  <b>DEMAND AND ACQUISITION</b>  - <b>ACQUISITION</b>	<p><u>Qualifications:</u></p> <p>Senior Certificate or National Certificate with either Accounting / Economics/ Public Finance Management as a passed subject or equivalent. MFMP will be an added advantage.</p> <p><u>Experience:</u></p> <p>Two (2) years' relevant experience</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Provides specialist advice to clients.</li> <li>✓ Assist in developing and implementing financial policies and systems.</li> <li>✓ Sound reporting skills.</li> <li>✓ Understanding of local government policies and legislations.</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>• Advertise approved bid notices on the entity's internal notice boards and locally circulating newspapers</li> <li>• Ensure that the same notices are advertised on the entity's website concurrently with the notice board notices.</li> <li>• On the day and time for closing of bids / tenders, coordinate processes for opening of the tender box</li> <li>• Handle procedures regarding counting, registering, date stamping and signing all bid documents received from prospective suppliers.</li> </ul> <p><b>ORDERING:</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@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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p>


- Compile all the necessary ordering specifications forms and requisitions for all order requisitions in line with the approved specification.
- Handle all procedures regarding processing and issuing of approved orders.
- In consultation with the Supply Chain Officer: Demand & Acquisition, follow up with suppliers regarding delivery of goods / services where orders have been issued.

**DATABASE MAINTENANCE:**


- In line with the supply chain management policy, invite prospective providers to apply for evaluation and listing as an accredited prospective provider with the municipality.
- Assist in the assessment and evaluation of received applications for listing.
- Update the municipality's database of suppliers with particulars of approved prospective suppliers and service providers.
- Ensure proper safekeeping of all data base application forms and supporting documents for future reference.

**QUOTATIONS PROCUREMENT:**

- Assist in handling all procedures regarding requests for quotations and processing.
- Send quotation requests to selected prospective suppliers for all approved quotations
- Follow up with prospective suppliers to which the quotations requests have been sent to in cases where there are delays in obtaining requested quotations.
- Assist in procedures regarding processing and finalisation of approved quotations

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7.	<p>CHIEF ACCOUNTING OFFICER- CLEARANCE</p> <p>TWO (2) POSTS</p> <p><u>SALARY GRADE: 008</u></p> <p>INTERNAL</p>	<p>FINANCE</p> <p>REVENUE</p> <p>DEBT MANAGEMENT DIVISION</p>	<p><u>Qualifications:</u></p> <p>A relevant 3-year tertiary qualification, preferably a Higher certificate or National Diploma with financial accounting as a major subject</p> <p><u>Experience:</u></p> <p>Two (2) years' relevant experience .</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Provides specialist advice to clients.</li> <li>✓ Assist in developing and implementing financial policies and systems.</li> <li>✓ Sound reporting skills.</li> <li>✓ Understanding of local government policies and legislations.</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>• Process clearance applications received electronically and manually and issue the relevant clearance figures.</li> <li>• Upload all processed clearance figures on the rates clearance system to ensure that they are received by the conveyancers</li> <li>• Ensure that figures are processed and uploaded within the agreed turnaround times.</li> <li>• Handle all telephonic, walk in and email received queries relating to clearance applications and provide feedback to the conveyancers.</li> <li>• Ensure that correct figures are issued to the attorneys.</li> <li>• Escalate all applications which are problematic to the Assistant Accountant: Clearances for guidance in resolving them.</li> <li>• Ensure that the system is cleared of all queued applications and that all applications have been</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 



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8.	<p>ASSISTANT ACCOUNTANT: ASSET MANAGEMENT</p> <p>ONE (1) POSTS</p> <p><u>SALARY GRADE: 007</u></p> <p>INTERNAL</p>	<p>FINANCE</p> <p>FINANCIAL , ASSET AND SCM MANAGEMENT</p> <p>ASSET MANAGEMENT</p> <p>- ASSET ACCOUNTING</p>	<p><u>Qualifications:</u></p> <p>Senior Certificate or National higher Certificate or National Diploma in Accounting / Economics/ Public Finance Management / Property management asset / Business management / Finance or related. MFMP will be an added advantage.</p> <p><u>Experience:</u></p> <p>Two (2) years' asset management field</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Assist with the implementation of the Asset management Operations.</li> <li>✓ Implement operational and maintenance requirements in terms of the entity's policies and asset plans.</li> <li>✓ Management of identified entity owned property portfolio assets.</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>• Responsible for achieving business and organizational goals, vision and objectives related to the expenditure management.</li> <li>• Responsible for analyzing, reporting, giving recommendations and developing strategies on how to improve expenditure management.</li> <li>• Responsible for supporting the growth of the entity through effective and efficient expenditure management.</li> <li>• Managing activities together with, business, finance, procurement, legal units, in negotiating vendor contracts and analysing proposals to acquire asset management software, hardware or service resources.</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 

			<ul style="list-style-type: none"> <li>• Maintaining current knowledge of assets management software or hardware changes and planning changes appropriate in response to business needs.</li> <li>• Defining processes, procedures and policy for asset management.</li> <li>• Developing, implementing and supervising maintenance of chargeback and allocation process for the equipment's of asset information System.</li> </ul> <p><b>Additional requirements:</b></p> <ul style="list-style-type: none"> <li>• Ability to convey technical information and ideas effectively.</li> <li>• Ability to interact with others</li> <li>• Strong planning, time Management and organization skills.</li> <li>• Work effectively under pressure and handle confidential matters with tact and professionalism.</li> <li>• Highly proficient in Microsoft office suite (Excel, Word and PowerPoint).</li> <li>• Good communication skills, verbal and written.</li> <li>• Able to work independently with minimal supervision and as part of a team.</li> </ul>
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9.	<b>ASSISTANT MANAGER: ASSET MANAGEMENT</b>  ONE (1) POSTS  <b>SALARY GRADE: 005</b>  <b>INTERNAL</b>	<b>FINANCE</b>  <b>FINANCIAL , ASSET AND SCM MANAGEMENT</b>  <b>ASSET MANAGEMENT</b>  - <b>ASSET ACCOUNTING</b>	<p><b>Qualifications:</b> B. Tech or Degree in Property Asset management /Accounting / Business Management / Finance or related , MFMP will serve as an advantage</p> <p><b>Experience:</b> Three (3) years supervisory experience in asset management division and working knowledge of local government legislation.</p> <p><b>Framework:</b></p> <ul style="list-style-type: none"> <li>✓ Research and implement the asset management strategy.</li> <li>✓ Action plans based upon chosen service delivery options.</li> <li>✓ Develop and maintain segmentation plans for Property asset classes.</li> <li>✓ Action detailed plans for acquisitions and replacements in terms of entity's policies, as well as operations and maintenance thereof.</li> <li>✓ Maintain strategic and annual Asset management plans aligned with Entity's budget.</li> </ul> <p><b>Core description</b> The successful candidate will be responsible for the following functions and not limited to:</p> <ul style="list-style-type: none"> <li>• To implement and ensure compliance with Legislation, accounting standards and the applicable policies of Council.</li> <li>• To maintain a computerized asset management system.</li> <li>• To manage and ensure the timeous submission of a GRAP compliant Fixed Asset Register (FAR) at the end of the financial period in support of the Annual Financial Statements.</li> <li>• To manage and ensure that an accurate register of projects under construction (WIP) is maintained and reconciled with the financial system</li> </ul>	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@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>
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- Liaising with user departments and consulting engineers to obtain the prescribed information required to capitalize completed projects.
- Assessing the useful lives and performing condition assessment for both movable and immovable assets
- Ensuring depreciation is calculated accurately for all assets
- Transfer of assets is recorded and reflected on the Fixed Asset Registers
- Ensuring that completed projects are unbundled and capitalised according to the Asset Management policy and relevant GRAP standards.
- Ensuring that supporting documentation required to identify, value, unbundle and capitalize completed assets are submitted and filled appropriately.
- Ensuring that documentation is submitted in support of assets de-recognized and that the FAR is updated accordingly.
- Ensuring that audit findings and requests for information issued by the Office of the Auditor General are addressed within the allowed time frames.
- Preparing and submitting reports to the Manager to communicate progress and other operational issues.

**Additional Requirements:**

- Computer Literate
- Assertive
- Interpersonal skills
- Fluent in English

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10.	<p>ASSISTANT ACCOUNTANT: CREDIT ALLOCATION</p> <p>ONE (1) POST</p> <p><u>SALARY GRADE: 007</u></p> <p>INTERNAL</p>	<p>FINANCE</p> <p>MERCHANT MANAGEMENT DIVISION</p> <p>CREDIT ALLOCATION SECTION</p>	<p><u>Qualifications:</u></p> <p>A relevant 3-year tertiary qualification, preferably a National Diploma with financial accounting</p> <p><u>Experience:</u></p> <p>Two (2) years' experience in Credit allocation management environment.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Provides specialist advice to clients.</li> <li>✓ Assist in developing and implementing financial policies and systems.</li> <li>✓ Sound reporting skills.</li> <li>✓ Understanding of local government policies and legislations.</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>• Ensuring that all credits to be allocated to the vending machines are substantiated by the relevant deposit slips;</li> <li>• 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;</li> <li>• Crediting all sales promptly upon receipt of the deposit confirmation to ensure that vendors are able to provide a quick service to the communities;</li> <li>• 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;</li> <li>• Compiling all journals for the conversion of credits on electricity accounts to pre-paid electricity tokens;</li> <li>• Monitoring the vendor accounts in the vending</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></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:
11.	<b>ASSISTANT ACCOUNTANT: METER MANAGEMENT</b>  <b>ONE (1) POST</b>  <b><u>SALARY GRADE: 007</u></b>  <b>INTERNAL</b>	<b>FINANCE</b>  <b>- BILLING DIVISION</b>  <b>METER MANAGEMENT SECTION</b>	<p><b><u>Qualifications:</u></b> A relevant 3-year tertiary qualification, preferably a National Diploma with financial accounting.</p> <p><b><u>Experience:</u></b> Two (2) years' experience in meter management environment</p> <p><b><u>Framework:</u></b></p> <ul style="list-style-type: none"> <li>✓ Provides specialist advice to clients.</li> <li>✓ Assist in developing and implementing financial policies and systems.</li> <li>✓ Sound reporting skills.</li> <li>✓ Understanding of local government policies and legislations.</li> </ul> <p><b><u>Core description</u></b> The successful candidate will be responsible for the following functions and not limited to:</p> <p><b><u>Duties</u></b></p> <ul style="list-style-type: none"> <li>• Coordinating reading of all credit electricity meters;</li> <li>• Attending to all queries relating to meter reading;</li> <li>• Following up all customer concerns and questions regarding metering issues or problems;</li> <li>• Adding and removing meters from the billing system;</li> <li>• Updating client address and meter location information;</li> <li>• Escalating faulty meters to be investigated and fixed;</li> <li>• 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;</li> </ul>	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@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>

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MUST BE INCLUDED**


			<ul style="list-style-type: none"><li>• Working closely with customer service concerning customer complaints and delinquent accounts;</li><li>• Reviewing all readings captured manually for accuracy and correctness</li><li>• Coordinating for timely reading of meters to support timely billing of all electricity distributed by the entity.</li></ul> <p><b><u>Additional Requirements</u></b></p> <ul style="list-style-type: none"><li>• Computer literacy: MS Office</li></ul>	
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
12.	<p>ASSISTANT ACCOUNTANT: CLEARANCE</p> <p>ONE (1) POST</p> <p><u>SALARY GRADE:</u> 007</p> <p>INTERNAL</p>	<p>FINANCE</p> <p>- REVENUE</p> <p>DEBT MANAGEMENT DIVISION</p>	<p><u>Qualifications:</u></p> <p>A relevant 3-year tertiary qualification, preferably a National Diploma with financial accounting</p> <p><u>Experience:</u></p> <p>Two (2) years' experience in a revenue management environment</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Provides specialist advice to clients.</li> <li>✓ Assist in developing and implementing financial policies and systems.</li> <li>✓ Sound reporting skills.</li> <li>✓ Understanding of local government policies and legislations.</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>• 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.</li> <li>• 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.</li> <li>• Monitoring the applications routed to the entity to ensure that the are processed within the expected turnaround times.</li> <li>• Ensuring that all figures processed are accurate and correct before they are submitted to the conveyancers through the rates clearance system.</li> <li>• Ensure that all queries escalated receive the necessary attention and that feedback is provided to</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 

			<ul style="list-style-type: none"> <li>• the conveyancers or MMM.</li> <li>• Escalating all technical issues for investigation to the relevant Department for resolution to facilitate the issuing of figures.</li> <li>• Compiling the activity reports concerning clearances and submitting same to the Assistant Manager: Debt Management for review.</li> <li>• Monitoring that all clearance figures issued are paid for before the registration of the property.</li> <li>• Ensure that abeyance accounts for Section 118 applications are created and cancelled once the property is registered in consultation with the Assistant Manager: Debt Management</li> </ul> <p><b><u>Additional Requirements</u></b></p> <ul style="list-style-type: none"> <li>• Computer literacy: MS Office</li> </ul>	
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
13.	<p><b>MANAGER: SUPPLY CHAIN MANAGEMENT</b> ONE (1) POSTS</p> <p><b>SALARY GRADE: 003</b></p> <p><b>INTERNAL</b></p>	<p><b>FINANCE</b> <b>DIVISION SUPPLY CHAIN MANAGEMENT</b></p>	<p><u>Qualifications:</u> B-Degree / BTEch in Management / Financial Management / Logistics and MFMP</p> <p><u>Experience:</u> At least four (4) years' experience in Junior management of a large entity, managing financial and SCM process and logistics.</p> <p><u>Framework:</u>  <ul style="list-style-type: none"> <li>✓ Provides extensive Supply Chain Management expert advice.</li> <li>✓ Extensive understanding and knowledge of the application of applicable local government legislations, ie. MSA, MFMA)</li> <li>✓ Establish and manage policies.</li> </ul> </p> <p><u>Core description:</u> The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Ensure that the directorate's operating systems and business processes relating to Stores and Procurement are defined and developed to 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 TO ALL EMAILS</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 

	<p>exceptional service that meets and exceed customer expectations.</p> <ul style="list-style-type: none"> <li>• Give inputs and apply the procurement policy on a daily procurement of material.</li> <li>• 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.</li> <li>• Ensure that the material are procured in a cost effective manner.</li> </ul> <p><b>Strategic roles:</b></p> <ul style="list-style-type: none"> <li>• Analyzing 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.</li> <li>• Evaluating and presenting reports to the immediate superior detailing the Sub-directorate's performance against specific measures.</li> </ul> <p>Monitoring and implementing corrective measures to rectify deviations/acts contrary to financial regulations, audit requirements and Sub-directorate's procedures.</p>		
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
14.	<p>GM: FINANCIAL MANAGEMENT, SCM &amp; ASSETS</p> <p>ONE (1) POST</p> <p>SALARY GRADE: TOTAL COST TO COMPANY</p> <p>INTERNAL</p>	<p>FINANCE</p> <p>FINANCIAL MANAGEMENT, SCM &amp; ASSETS</p>	<p><u>Qualifications:</u></p> <p>Post Graduate Degree in Accounting/Finance/ NQF Level 8). Minimum competency certificate in MFMP/CPMD will be an added advantage.</p> <p><u>Experience:</u></p> <p>Seven (7) + years relevant experience in the Municipal environment.</p> <p>Completed articles and membership of a relevant professional body.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>• Applies the principles of GRAP.</li> <li>• Prepare the budget aligned to the IDP and Treasury regulations.</li> <li>• Able to make invest decision in line with banking policy and legislation.</li> <li>• Evaluate cost classification, behaviour and allocation methods.</li> <li>• Oversee the financial management aspects of the entity including outsourced service providers.</li> </ul> <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>• Review the supply chain, asset management, expenditure and payroll performance and make recommendations to improve the efficiency and effectiveness of the processes.</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 TO ALL EMAILS</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 

- Analysing, reporting, giving recommendations and developing strategies on how to improve financial management;
- Managing cash flow
- Investing, budgeting and approving financial expenditures
- Provides technical support and guidance to entity management on supply chain, asset and expenditure matters;
- Ensure that commitments are paid within 30 days of receipt of valid tax invoice following satisfactory delivery of goods / and or services
- Ensure that all audit queries and inquiries relating to financial management are responded to;
- Supervise resolution of supplier, vendor and customer pricing conflicts, contractual cost recovery efforts and other issues in coordination with the senior management
- Provide subordinates with training and the required growth opportunities to ensure their development for higher-level roles
- Implementing remedial measures/ corrective action to align performance and output against agreed standards.
- Appraising performance levels, setting objectives and measuring accomplishment or establishing reasons for non-conformance.
- Instituting disciplinary action for non-conformance to and/ or providing details of serious breaches to terms and conditions of employment/ codes of



POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
15.	<p><b>CHIEF SUPERINTENDENT</b></p> <p>TWO (2) POSTS</p> <p><b>SALARY GRADE: 006</b></p> <p><b>INTERNAL / EXTERNAL</b></p>	<p><b>ENGINEERING WIRES</b></p> <ul style="list-style-type: none"> <li>- PUBLIC LIGHT DIVISION</li> <li>- PRIMARY PLANT MAINTENANCE</li> </ul>	<p><b>Qualifications:</b></p> <p>N6 certificate. Successful completion of an appropriate electrical apprenticeship or a qualification as prescribed by the OHS Act. Code EB licence. MFMP will be an added advantage.</p> <p><b>Experience:</b></p> <p>Three to five (3-5) years experience as Electrical Superintendent; Knowledge of bylaws and legislation pertaining to Electricity Distribution Industry.</p> <p><b>Core description:</b></p> <p>The successful candidate will be responsible for the following functions and not limited to:</p> <ul style="list-style-type: none"> <li>• Responsible for the optimisation of equipment and resources to extend the life expectancy of plant and equipment by effective maintenance.</li> <li>• To ensure the efficient and effective operation of Streetlights, Low Voltage Network, Medium Voltage Network, Substation Maintenance, Metering and New Connections and Construction under the leadership of The Assistant Manager (Southern Free State) and the economic and efficient application of resources (Labour, material, and equipment).</li> <li>• Directing the activities of subordinate staff to ensure that the maintenance programme, planned work and other requirements relating to the activities of the section are complied with.</li> <li>• Arrange and organize the daily activities of a construction and maintenance section. Supervise regarding the quality and quantity of work done by subordinates.</li> </ul> <p><b>Other Responsibilities and Duties:</b></p> <ul style="list-style-type: none"> <li>• Assist supervisor with compiling, analysing, and division of costs of all maintenance and capital projects</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>
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		<ul style="list-style-type: none"><li>• Incumbent will be responsible for the supervision of Asst Superintendents, Trade Workers, and Artisan Assistants</li><li>• Reports and record keeping regarding: Daily time and record sheets, Safety reports and registers</li><li>• Compilation of reports as needed from time to time by the section Manager</li><li>• Must be familiar with the safe and efficient application of tools, machinery, equipment, and materials</li></ul>	
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/ CV TO:
16.	<p><b>SUPERINTENDENT</b></p> <p>TWO (2) POSTS</p> <p><u>SALARY GRADE: 007</u></p> <p><b>INTERNAL</b></p>	<p><b>ENGINEERING WIRES</b></p> <p>- BOTSHABELO</p> <p>- PRIMARY PLANT MAINTENANCE</p>	<p><u>Qualifications:</u></p> <p>N3 Electrical Engineering. Successful completion of an appropriate electrical apprenticeship and Trade Certificate. Qualification as described by the OHS Act.</p> <p><u>Experience:</u></p> <p>Four (4) years 'experience with Knowledge by laws and legislation pertaining to Electricity Distribution Industry.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Establish appropriate procedures to keep informed of issues and results.</li> <li>✓ Ensures that high priority work is accomplished withing required timelines.</li> <li>✓ Establish quality collaborative relationship with client and line department.</li> <li>✓ Demonstrates personal commitment to the client through own actions and attitudes.</li> </ul> <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>• Assist supervisor with compiling, analysing, and division of costs of all maintenance and capital projects</li> <li>• Set up of reports and graphics regarding maintenance and construction costs</li> <li>• Reports and record keeping</li> <li>• Supervise Assistant Superintendents, Trade Workers and Artisan Assistants</li> <li>• Optimization of equipment and resources to extend the life expectancy of plant and equipment by effective maintenance</li> <li>• Approve departmental, internal and external requisitions for the acquisition of equipment and materials</li> </ul> <p><u>Other Requirements:</u></p> <ul style="list-style-type: none"> <li>• Code B License</li> <li>• Familiar with the safe and efficient application of tools, machinery, equipment and materials</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p>



		<ul style="list-style-type: none"><li>• Familiar with the standards and acceptable work practices, norms and procedures</li><li>• Familiar with all aspects of construction and maintenance of a large electricity network and equipment</li><li>• Technically oriented and well informed regarding the latest maintenance techniques of electrical equipment</li><li>• Effective communication skills</li></ul>	
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
17.	<p><b>MANAGER: DESIGN</b></p> <p>ONE (1) POST</p> <p><b>SALARY GRADE: 003</b></p> <p><b>INTERNAL</b></p>	<p><b>ENGINEERING WIRES</b></p> <p><b>PLANNING</b></p> <p><b>DESIGN</b></p>	<p><u>Qualifications:</u></p> <p>B.Sc in Electrical Engineering (Heavy Current) or B.Tech in Electrical Engineering (Heavy Current) or Equivalent with a Governance Certificate of Competence (GCC)(Factories) and MFMP. Registration with ECSA (Engineering Council of South Africa) will be an added advantage.</p> <p><u>Experience:</u></p> <p>Minimum five (5) years' experience dealing with engineering designs of a medium to large entity. Strong management and leadership skills.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Initiates and manages assessments to ensure planning data is up to date.</li> <li>✓ Interprets IDP and spatial planning initiatives into specific project requirement.</li> <li>✓ The ability to design infrastructure in accordance with engineering codes and standards.</li> <li>✓ Plans and designs upgrades to existing networks within principals and norms.</li> <li>✓ Plans and delivers projects to agreed time, cost and quality.</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>• Accomplish the planning of the electrical infrastructure through human resource objectives by recruiting, selecting, boarding, training, assigning, scheduling, coaching, counselling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 

reviewing compensation actions; enforcing policies and procedures.


- Achieve electrical infrastructure planning objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing and recording changes.
- Meet electrical infrastructure financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions, reporting.
- Observing existing processes and reviews, analyzing staff performance, and addressing deficiencies accordingly.

**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.

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18.	<p><b>MANAGER: DEVELOPMENT</b></p> <p>ONE (1) POST</p> <p><b>SALARY GRADE: 003</b></p> <p><b>INTERNAL</b></p>	<p><b>ENGINEERING WIRES</b></p> <p><b>PLANNING</b></p>	<p><u>Qualifications:</u></p> <p>B.Sc in Electrical Engineering (Heavy Current) or B.Tech in Electrical Engineering (Heavy Current) or Equivalent with a Governance Certificate of Competence (GCC)(Factories) and MFMP. Registration with ECSA (Engineering Council of South Africa) will be an added advantage.</p> <p><u>Experience:</u></p> <p>Four (4) years' working experience in supervisory position.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Initiates and manages assessments to ensure planning and development data is up to date.</li> <li>✓ Interprets IDP and spatial development initiatives into specific project requirement.</li> <li>✓ The ability to develop and maintain infrastructure in accordance with engineering codes and standards.</li> <li>✓ Develops upgrades to existing networks within principals and norms.</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>• Ensure that divisions design systems relating to technical standards and standard Engineering practices, business processes relating to planning and completion of projects and monitoring of expenditure.</li> <li>• Initiate, manage and monitor the execution of capital projects within the budget constraints. This includes monitoring available and growth of funds.</li> <li>• Develop and recommend policies and procedures for private developments, consolidations and subdivisions that are in line with all relevant legislative requirements, contractual agreements.</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 


	<ul style="list-style-type: none"> <li>• Evaluate technical and legal parts of tenders to compile detailed reports and ensure the appointment of the most suitable tendered.</li> <li>• Manage and monitor the detail designs, cost estimates, material requirements and works drawings to execute projects</li> <li>• Manage execution and design of street and area lighting projects in line with the master planning.</li> </ul>		
	<p><b><u>Strategic roles:</u></b></p> <ul style="list-style-type: none"> <li>• Analyzing 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.</li> <li>• Evaluating and presenting reports to the immediate superior detailing the Sub-directorate's performance against specific measures.</li> <li>• Monitoring and implementing corrective measures to rectify deviations/acts contrary to financial regulations, audit requirements and Sub-directorate's procedures.</li> </ul>		

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
19.	<p><b>MANAGER: NETWORK MAINTENANCE</b></p> <p>ONE (1) POSTS</p> <p><b>SALARY GRADE: 003</b></p> <p><b>INTERNAL</b></p>	<p><b>ENGINEERING WIRES</b></p> <p><b>DIVISION NETWORK MAINTENANCE</b></p>	<p><u>Qualifications:</u></p> <p>B.Sc in Electrical Engineering (Heavy Current) or B.Tech in Electrical Engineering (Heavy Current) or Equivalent with a Governance Certificate of Competence (GCC)(Factories) and MFMP. Registration with ECSA (Engineering Council of South Africa) Registration will be an added advantage.</p> <p><u>Experience:</u></p> <p>Minimum five (5) years' experience dealing with network maintenance of a medium to large entity. Strong management and leadership skills.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Initiates and manages assessments to ensure planning data is up to date.</li> <li>✓ Interprets IDP and spatial planning initiatives into specific project requirement.</li> <li>✓ The ability to maintain infrastructure in accordance with engineering codes and standards.</li> <li>✓ Plans and designs upgrades to existing networks within principals and norms.</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>• Achieves electrical maintenance operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 

- Meets electrical maintenance financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analysing variances; initiating corrective actions.
- Provides electrical power by maintaining electrical equipment and outlets; including energy management system for lighting etc.
- In order to ensure key service delivery priorities are identified and outcomes managed through continuous assessment, intervention and adjustment to operational plans.
- Maintains electrical systems by providing electrical power and equipment;
- Offering engineering support; managing staff, tools, property, and equipment.
- Enforcing the legislative requirements, policies and standards set for the efficient provision of electricity to the consumers.

**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.

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
20.	<p>CLERK GR I</p> <p>ONE (1) POSTS</p> <p><b>SALARY GRADE:</b> 011 / 010</p> <p>INTERNAL</p>	<p>ENGINEERING WIRES</p> <p>NOM SUB DIRECTORATE</p> <p>TRANSMISSION</p>	<p><u>Qualifications:</u></p> <p>Grade 12 certificate and certificate in Office Administration.</p> <p><u>Experience-</u></p> <p>At least one (1) year Administration Experience</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Able to respond in writing to basic types of communication.</li> <li>✓ Confirm understanding of verbal and written instructions.</li> <li>✓ Interacts with various clients / stakeholders.</li> <li>✓ Enters data into specific applications, computerized or manual according to set procedures.</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>• Taking minutes in Divisions meetings and keep records of all minutes</li> <li>• Updating of the project list for operational purposes</li> <li>• Ordering Cleaning and Stationary material</li> <li>• Compiling staff clocking systems reports</li> <li>• Open and keep record of project files</li> <li>• Opening and allocating of numbers for new project files</li> <li>• Follow-up on Files and make work related phone calls</li> <li>• Make follow ups on all request to Supply Chain Management</li> <li>• Taking telephone messages for the Section.</li> <li>• Attend to telephone enquiries, answering the phone and directing calls</li> <li>• Provide routine clerical support and follows standard procedures.</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 




		<ul style="list-style-type: none"><li>• Maintain Leave records in the Section both on paper and on the ESS.</li><li>• Assist employees on the ESS to apply for leave , i.e General Workers.</li></ul> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"><li>• Computer Literate</li><li>• Assertive</li><li>• Interpersonal skills</li><li>• Fluent in English</li></ul>	
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/ CV TO:
21.	<p><b>SUPERINTENDENT</b>  <b>ONE (1) POST</b>  <b><u>SALARY GRADE: 007</u></b>  <b>INTERNAL</b></p>	<p><b>ENGINEERING WIRES</b>  - <b>POWER FAILURE RESTORATION</b></p>	<p><b>Qualifications:</b>  N3 Electrical Engineering. Successful completion of an appropriate electrical apprenticeship and Trade Certificate. Qualification as described by the OHS Act.</p> <p><b>Experience:</b>  Four (4) years experience in Electrical field and knowledge of bylaws and legislation pertaining to Electricity Distribution Industry.</p> <p><b>Framework:</b></p> <ul style="list-style-type: none"> <li>✓ Establish appropriate procedures to keep informed of issues and results.</li> <li>✓ Ensures that high priority work is accomplished withing required timelines.</li> <li>✓ Establish quality collaborative relationship with client and line department.</li> <li>✓ Demonstrates personal commitment to the client through own actions and attitudes.</li> </ul> <p><b>Core description:</b>  The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> <li>• Assist supervisor with compiling, analysing, and division of costs of all maintenance and capital projects</li> <li>• Set up of reports and graphics regarding maintenance and construction costs</li> <li>• Reports and record keeping</li> <li>• Supervise Assistant Superintendents, Trade Workers and Artisan Assistants</li> <li>• Optimization of equipment and resources to extend the life expectancy of plant and equipment by effective maintenance</li> <li>• Approve departmental, internal and external requisitions for the acquisition of equipment and materials</li> </ul> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>• Code B License</li> <li>• Familiar with the safe and efficient application of tools, machinery, equipment and materials</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 

			<ul style="list-style-type: none"><li>• Familiar with the standards and acceptable work practices, norms and procedures</li><li>• Familiar with all aspects of construction and maintenance of a large electricity network and equipment</li><li>• Technically oriented and well informed regarding the latest maintenance techniques of electrical equipment</li><li>• Effective communication skills</li></ul>	
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/ CV TO:
22.	CLERK GR I ONE (1) POSTS <u>SALARY GRADE: 011 / 010</u> INTERNAL	ENGINEERING WIRES - Network Optimization	<p><u>Qualifications:</u> Grade 12 certificate and certificate in Office Administration.</p> <p><u>Experience-</u> At least one (1) year Administration Experience</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Able to respond in writing to basic types of communication.</li> <li>✓ Confirm understanding of verbal and written instructions.</li> <li>✓ Interacts with various clients / stakeholders.</li> <li>✓ Enters data into specific applications, computerized or manual according to set procedures.</li> </ul> <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>• Taking minutes in Divisions meetings and keep records of all minutes</li> <li>• Updating of the project list for operational purposes</li> <li>• Ordering Cleaning and Stationary material</li> <li>• Compiling staff clocking systems reports</li> <li>• Open and keep record of project files</li> <li>• Follow-up on Files and make work related phone calls</li> <li>• Make follow ups on all request to Supply Chain Management</li> <li>• Taking telephone messages for the Section.</li> <li>• Attend to telephone enquiries, answering the phone and directing calls</li> <li>• Provide routine clerical support and follows standard procedures.</li> <li>• Maintain Leave records in the Section both on paper and on the ESS.</li> <li>• Assist employees on the ESS to apply for leave , i.e General Workers.</li> </ul> <p><u>Additional Requirements:</u></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 style="text-align: center;"><b><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p style="text-align: center;"><b><u>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</u></b></p>				



POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
23.	<p><b>CHIEF ASSISTANT</b></p> <p><b>ENGINEERING</b></p> <p><b>TWO (2) POSTS</b></p> <p><b>SALARY GRADE: 005</b></p> <p><b>INTERNAL</b></p>	<p><b>ENGINEERING WIRES</b></p> <ul style="list-style-type: none"> <li>- Data Analysis and Monitoring</li> <li>- Systems Performance and Power Quality Analysis</li> </ul>	<p><u>Qualifications:</u></p> <p>B.Tech in Electrical Engineering. Registration as a Pr Technical Engineer /Technologist or Candidate will be an added advantage.</p> <p><u>Experience:</u></p> <p>At least five (5) years' related experience in these Electrical Engineering areas:</p> <ul style="list-style-type: none"> <li>• Management of technical personnel</li> <li>• Substation Design</li> <li>• Protection System Design and Performance</li> <li>• Fault finding</li> </ul> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Leads and manages well defined Engineering functions</li> <li>✓ Works independently</li> <li>✓ Supervises and mentors junior electricians and technicians</li> </ul> <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>• Analysing electrical loads on the 132 kV, 33 kV, 11 kV and 400V infrastructures from the yearly "Load Flow Document"</li> <li>• Oversee that the network status is monitored, controlled and optimized as per Network Optimization standards</li> <li>• Develop and maintain strategies and procedures that implements best engineering practices that conform to safety and technical standards</li> <li>• Monitor, analyze and record all network activities as per NER licensing conditions</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 

- Provide strategic directions on the network maintenance and upgrading
- Compile estimates for budget purposes
- Project management
- Performing duties on after hours standby as Coordinator on a rotation basis
- Keep abreast of the National Electricity Industry and technology, developments and trends

**Other Requirements:**

- Code B driver's license
- Computer Literacy
- Ability to speak Sesotho/English/Afrikaans
- Negotiation Skills
- Effective Communication Skills
- Reporting Skills
- Project Management Skills
- Safety and Health oriented
- Self-discipline
- Reporting Skills
- Project Management Skills
- Safety and Health oriented
- Self-discipline

**Sound Knowledge of:**

- Electrical equipment used in a municipal environment
- Electrical protection systems
- Power systems design
- Network reliability
- OHS Act and other relevant legislation
- Policies and procedures
- Electrical networks within the supply area of CENTLEC.




POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
24.	<b>MANAGER: PUBLIC LIGHTING MAINTANANCE</b>  <b>ONE (1) POST</b>  <b>SALARY GRADE: 003</b>  <b>INTERNAL</b>	<b>ENGINEERING WIRES</b>  <b>NETWORK OPERATION MAINTENANCE</b>  <b>PUBLIC MAINTANANCE</b> <b>LIGHTING</b>	<u>Qualifications:</u> B. Degree / B.Tech / Bsc in Electrical Engineering (HC) and MFMP. Registration with ECSA (Engineering Council of South Africa) will be an added advantage.  <u>Experience:</u> Minimum ten (10) years' experience dealing with electrical distribution maintenance of a medium to large entity. Strong management and leadership skills.  <u>Framework:</u> <ul style="list-style-type: none"> <li>✓ Develop and manages both operational and capital budgets.</li> <li>✓ Develop and implement streetlight and area lighting maintenance plan and schedule.</li> <li>✓ The ability to work with the internal and external team to ensure service delivery is not affected negatively.</li> <li>✓ Ensure the complains received by the section are done as per service level agreement with Mangaung Local Municipality.</li> <li>✓ Implement and delivers projects sent to the section to agreed time, cost and quality.</li> </ul> <u>Core description:</u> The successful candidate will be responsible for the following functions and not limited to: <ul style="list-style-type: none"> <li>• Co-ordinates and controls organization change and development through the implementation of specific policies and procedures.</li> </ul>	Human Resources Management Private Bag X14 Bloemfontein 9300  30 Rhodes Avenue Oranjesig Bloemfontein 9301  Telephonic Enquiries: 051 – 412 2629 / 2630  Email:    employ1@centlec.co.za    or employ2@centlec.co.za    or employ3@centlec.co.za  <b>PLEASE DO NOT SEND TO ALL EMAILS</b>  <b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b>



- Co-ordinates and controls tasks/ activities associated with controlling personnel performance, productivity, and discipline.
- Implements Human Resources communication strategies aimed at creating awareness, seeking acknowledgement and/ or facilitating progress.
- Controls organizational requirements associated with the Training and Development functionality.
- Co-ordinates procedures and processes associated with maintaining employment relations and industrial peace.
- Attends to procedural administrative requirements and reporting deadlines associated with the functionality.


**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.


POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
25.	<p><b>STORE MAN</b>  <b>ONE (1) POST</b>  <b>SALARY GRADE: 012/010</b>  <b>EXTERNAL</b></p>	<p><b>HUMAN RESOURCES</b>   <b>HR DEVELOPMENT</b>  <b>TRAINING CENTRE SECTION</b></p>	<p><u>Qualifications:</u>  Grade 12 certificate and MS Office literacy</p> <p><u>Experience:</u>  Minimum of (2) years' experience working in a warehouse. Must have technical experience to be able to identify tools as per the job specification.</p> <p><u>Framework:</u>  ✓ Able to respond in writing to basic types of communication.  ✓ Confirm understanding of verbal and written instructions.  ✓ Interacts with various clients / stakeholders.  ✓ Enters data into specific applications, computerized or manual according to set procedures.</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>• Assist in issuing of stock, receiving of stock, procuring of stock replenishing and stock control.</li> <li>• Checking the supplier documentation against physical items and verifying quantity and specifications prior to acknowledging receipt or recording short delivery/ damages on the documentation.</li> <li>• Coding stock received in accordance with control procedures and positioning items in the appropriate location.</li> <li>• Attending to the rotation of stock based on 'first in –first out principles' and positioning items taking into consideration "shelf life span".</li> <li>• Monitoring stock levels against established safety stock levels, identifying with slow moving/ aged items and</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 

		<p>seeking approval on changes to stock control guidelines.</p> <ul style="list-style-type: none"><li>• Conducting stock counting sequences, applying control procedures using specific coding/ labels to indicated counted stock and quantities.</li><li>• Receiving and referring to approved transactional documentation to identify with requirements, accessing specific items and checks quantities prior to issue.</li></ul> <p>Other requirement:</p> <p>The incumbent must be physically and mentally fit. The positions entails lifting of heavy objects.</p>	




POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
26.	<p>RECEPTIONIST</p> <p>ONE (1) POST</p> <p>SALARY GRADE: 011/010</p> <p>EXTERNAL</p>	<p>HUMAN RESOURCES</p> <p>HR DEVELOPMENT</p> <p>TRAINING CENTRE SECTION</p>	<p><u>Qualifications:</u></p> <p>Grade 12 and Minimum of one (1) year experience in office admin will serve as recommendation.</p> <p><u>Experience:</u></p> <p>One to two (1-2) year of relevant experience.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Able to respond in writing to basic types of communication.</li> <li>✓ Confirm understanding of verbal and written instructions.</li> <li>✓ Interacts with various clients / stakeholders.</li> <li>✓ Enters data into specific applications, computerized or manual according to set procedures.</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>• Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately</li> <li>• Answering screening and forwarding incoming phone calls</li> <li>• Receiving and sorting daily mail</li> <li>• Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)</li> <li>• Provide basic and accurate information in-person and via phone/email</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 

	<ul style="list-style-type: none"> <li>• Receive, sort and distribute daily mail/deliveries</li> <li>• Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)</li> <li>• Order front office supplies and keep inventory of stock</li> <li>• Update calendars and schedule meetings</li> <li>• Ensure that members of the public are assisted in that they are directed to the correct service depending on the nature of their query or municipal business.</li> <li>• Receive queries from members of the public as first point of contact, assisting them with brief enquiries and / or directing them to the correct source of information so as to ensure satisfactory</li> </ul>		
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
27.	<p><b>MANAGER: HUMAN RESOURCE DEVELOPMENT</b></p> <p>ONE (1) POST</p> <p>SALARY GRADE: 003</p> <p>INTERNAL</p>	<p><b>HUMAN RESOURCES</b></p> <p><b>DIVISION: HUMAN RESOURCE DEVELOPMENT</b></p>	<p><b>Qualifications:</b></p> <p>B.Tech or B-Degree ( NQF Level 7) in Human Resources / Training and Development / Organizational Development</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Four (4) years in an HRD environment.</li> <li>• Knowledge of relevant Skills Development and Local Government Legislation</li> </ul> <p><b>Framework:</b></p> <ul style="list-style-type: none"> <li>✓ Contributes to shaping entity's specific goals;</li> <li>✓ Identifies and acts on opportunity to partner with other departments;</li> <li>✓ Develops partnership agreements;</li> <li>✓ Monitoring and control mechanisms.</li> </ul> <p><b>Core description:</b></p> <p>The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> <li>• To manage the HRD division to ensure the achievement of the division's performance objectives and targets.</li> <li>• To prepare, gain approval for, monitor and control the division's operational budget to ensure that expenditure is in line with budgetary requirements.</li> <li>• To manage the provision and coordination of education, training and development programmes to ensure that CENTLEC's employees are provided with relevant, accredited and effective EDT programmes.</li> <li>• To ensure the implementation of relevant legislation to Skills and Development.</li> <li>• To Coordinate and supervise the implementation of Learnerships within MMM/CENTLEC</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 TO ALL EMAILS</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 

			<ul style="list-style-type: none"> <li>• To develop, gain approval for implement HRD related policies to ensure that HRD objectives are achieved</li> </ul> <p><b><u>Strategic roles:</u></b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Evaluating and presenting reports to the immediate superior detailing the Sub-directorate's performance against specific measures.</li> <li>• Monitoring and implementing corrective measures to rectify deviations/acts contrary to financial regulations, audit requirements and Sub-directorate's procedures.</li> </ul>	
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
28.	<p>CLERK GR I</p> <p>ONE (1) POSTS</p> <p><u>SALARY GRADE:</u> 011 / 010</p> <p>INTERNAL/EXTERNAL</p>	<p>HUMAN RESOURCES</p> <p>- LABOUR RELATIONS</p>	<p><u>Qualifications:</u></p> <p>Grade 12 certificate and certificate in Computer Literacy: MS Office</p> <p><u>Experience-</u></p> <p>At least one (1) year Administration Experience</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Able to respond in writing to basic types of communication.</li> <li>✓ Confirm understanding of verbal and written instructions.</li> <li>✓ Interacts with various clients / stakeholders.</li> <li>✓ Enters data into specific applications, computerized or manual according to set procedures.</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>• Taking minutes in Divisions meetings and keep records of all minutes.</li> <li>• Typing general correspondence with regard to labour relations matters.</li> <li>• Schedule appointments and meetings and also manage calendars.</li> <li>• Coordinate logistical arrangement for hearings, conciliations and arbitrations.</li> <li>• Ordering Stationary material for the division.</li> <li>• Open and keep record of case files.</li> <li>• Keeping record of disciplinary and grievance hearing recordings.</li> <li>• Prepare bundle of documents in for external cases.</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 TO ALL EMAILS</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 



			<ul style="list-style-type: none"> <li>• Follow-up on Files and make work related phone calls</li> <li>• Prepare and make follow ups on all request to Supply Chain Management.</li> <li>• Taking telephone messages for the Division.</li> <li>• Attend to telephone enquiries, answering the phone and directing calls</li> <li>• Provide routine clerical support as well as office administration.</li> <li>• Maintain Leave records in the Section both on paper and on the ESS.</li> <li>• Keep record of training and workshop registers</li> </ul> <p><b><u>Additional Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Computer Literate</li> <li>• Assertive</li> <li>• Interpersonal skills</li> <li>• Fluent in English</li> </ul>
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
29.	<p>LABOUR RELATIONS OFFICER</p> <p>ONE (1) POSTS</p> <p><u>SALARY GRADE:</u> 007 - 006</p> <p>INTERNAL</p>	<p>HUMAN RESOURCES</p> <p>- LABOUR RELATIONS</p>	<p><u>Qualifications:</u></p> <p>National Diploma in Labour Relations / Human Resources / Labour Law.</p> <p><u>Experience:</u></p> <p>At least two (2) years' experience in Labour relations environment.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ The reporting and control requirements associated with the post requires depth understanding of the application of the employment law;</li> <li>✓ Various policies and procedures regulating employment conditions.</li> <li>✓ Workplace conflict and resolution</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>• Interpreting the nature of the case through studying of literature;</li> <li>• Researching case law and interpreting the relevance of outcomes to the charges against a member;</li> <li>• Preparing and submitting the necessary documentation / application forms indicating entity's intention to proceed with the disciplinary action;</li> <li>• Presenting the case, calling on and questioning witness and presenting closing arguments;</li> <li>• Explaining procedures and applications associated with enquiries and hearing;</li> <li>• Outlining roles and responsibilities associated with specific Union activities;</li> <li>• Preparing reports on Disciplinary / Grievance cases referred and attended to</li> <li>• Maintain case files containing all documents, correspondence and outcome/ award determination.</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 


**Additional Requirements:**

- Computer Literate
- Assertive
- Interpersonal skills
- Fluent in English




POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
30.	<p>CHIEF CLERK</p> <p>ONE (1) POST</p> <p><u>SALARY GRADE: 008</u></p> <p>INTERNAL</p>	<p>HUMAN RESOURCES</p> <p>HUMAN RESOURCE MANAGEMENT DIVISION</p> <p>BENEFITS &amp; REMUNERATION SECTION</p>	<p><u>Qualifications:</u></p> <p>Qualification: NQF Level 4 / Matric (Knowledge of working on a Human Resource System) and a Certificate in Office applications</p> <p><u>Experience:</u></p> <p>Two to five (2 - 5) years of relevant experience in HR environment.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Able to respond in writing to basic types of communication.</li> <li>✓ Confirm understanding of verbal and written instructions.</li> <li>✓ Interacts with various clients / stakeholders.</li> <li>✓ Enters data into specific applications, computerized or manual according to set procedures.</li> </ul> <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>• Performs administration tasks associated with leave capturing, closing of files and Records Management of the Human Resource Benefits division. Taking responsibility or implementation and maintenance of the computerized electronic HR system</li> <li>• Checking that all attendance registers and time sheets received from different directorates are correctly filled or captured and correspond with the ESS System where there are any leave taken.</li> <li>• Overseeing that the following functions are attended to; Long service bonus allocations and Long service bonus encashments.</li> <li>• Implementing applicable modules on the Computer HR System and keeping them updated.</li> <li>• Implementing new conditions of service, assisting the Payday system consultants in upgrading the</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b><u>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</u></b></p>

	<p>system, implementing and controlling the roll-out of the employee self service module to other Directorates.</p> <ul style="list-style-type: none"> <li>• Assisting employees on the ESS System module and utilizing the full capacity of the electronic system in administering all HR Benefits.</li> <li>• Extracts specific monthly reports associated with leave and forward to Executive Management.</li> <li>• Extracting and submitting reports from the system to users for perusal, analysis and comment.</li> <li>• Attend to queries and complaints associated with Human Resource Benefits from other Directorates.</li> <li>• Attending to internal as well as external audit queries to implement corrective measures to prevent the reoccurrence of queries.</li> <li>• Attending to telephonic, personal and written enquiries from employees and external institutions in order to provide information or advice.</li> <li>• Attend to specific administrative activities associated to record management.</li> <li>• Assist and advice divisions effectively on applicable legislation, conditions of service, personnel policy and collective agreements applicable to employees to ensure adherence.</li> <li>• Submit weekly and month end statistics on leave, closing of files and records division.</li> </ul>		

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
31.	<p>CLERK GR I</p> <p>ONE (1) POSTS</p> <p>Salary Grade: 011 / 010</p> <p><b>INTERNAL</b></p>	<p>HUMAN RESOURCES</p> <p><b>DIVISION HUMAN RESOURCES MANAGEMENT</b></p>	<p><u>Qualifications:</u></p> <p>Grade 12 certificate and certificate in Computer Literacy: MS Office.</p> <p><u>Experience-</u></p> <p>At least one(1) year Administration Experience</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Able to respond in writing to basic types of communication.</li> <li>✓ Confirm understanding of verbal and written instructions.</li> <li>✓ Interacts with various clients / stakeholders.</li> <li>✓ Enters data into specific applications, computerized or manual according to set procedures.</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>• Taking minutes in Divisions meetings and keep records of all minutes</li> <li>• Updating of the project list for operational purposes</li> <li>• Ordering Stationary material</li> <li>• Managing registers for the Division.</li> <li>• Handling of Employment correspondence in absence of HR Officers.</li> <li>• Handling of employment applications for processing.</li> <li>• Capturing of employment applications.</li> <li>• Proper filing of documents for future reference.</li> <li>• Taking telephone messages for the Section.</li> <li>• Attend to telephone enquiries, answering the phone and directing calls</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 


		<ul style="list-style-type: none"><li>• Provide routine clerical support and follows standard procedures.</li><li>• Maintain Leave records in the Section both on paper and on the ESS.</li><li>• Assist employees on the ESS to apply for leave, i.e. General Workers.</li></ul> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"><li>• Computer Literate</li><li>• Assertive</li><li>• Interpersonal skills</li><li>• Fluent in English</li><li>• Innovative</li></ul>	
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
32.	<p><b>SKILLS DEVELOPMENT FACILITATOR</b></p> <p>ONE (1) POST</p> <p><b>SALARY GRADE: 004</b></p> <p><b>INTERNAL</b></p>	<p><b>HUMAN RESOURCES</b></p> <p><b>HUMAN RESOURCE DEVELOPMENT DIVISION</b></p> <p><b>SKILLS DEVELOPMENT SECTION</b></p>	<p><b>Qualifications:</b></p> <p>B.degree / B. Tech Strategic Human Resource management</p> <p><b>Experience:</b></p> <p>A minimum of five (5) years' experience as a supervisor in an HR Development and training environment</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>• Mapping out the current and future Human Resource skills development requirements taking into consideration operational needs, skills scarcity and retention capability as influential factors</li> <li>• Coordinate and develop a strategic skill development purpose</li> <li>• Determine priorities in terms of the establishment skills development and employment equity needs.</li> <li>• Preparing and presenting to the EM: HR: skill development forward plans, strategic intent and interventions designed to drive transformation within the Organisation.</li> <li>• Researching and interpreting compliance requirements included in statutory legislation and national policy framework guidelines.</li> <li>• Evaluating the adequacy of the current skills development policy and assessing and commenting on the need for change and alignment of terms and conditions to the best practices and legislation.</li> <li>• Implementing and evaluate skills development strategy, priorities, and employment equity needs to assist the organisation in achieving its skills development objectives.</li> <li>• Work with the Training Committee as to ensure the management and employee participation in the skills development strategy.</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 TO ALL EMAILS</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 



			<ul style="list-style-type: none"> <li>• Coordinating LGSETA training interventions and administrative requirements for internal / external training providers.</li> <li>• Analysing skills audit findings and developing a framework planned interventions to address specific skill gap.</li> <li>• Reviewing the Work Skills Plan and in conjunction with LGSETA, establish and confirm the status of levies, grants and reports on the progress in achieving short to medium term objectives.</li> <li>• Directing the procedural and operational dimensions of selecting. Co-ordinating and providing training to the employees and monitor the impact on organizational efficiency and, progress towards self development and growth within the organisation.</li> <li>• Co-ordinates the implementation of learnership within CENTLEC.</li> </ul>	
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
33.	<p><b>MANAGER: ORGANIZATIONAL PERFORMANCE</b></p> <p>ONE (1) POST</p> <p>SALARY GRADE: 003</p> <p><b>INTERNAL</b></p>	<p><b>PERFORMANCE AND COMPLIANCE</b></p> <p><b>DIVISION: ORGANIZATIONAL PERFORMANCE</b></p>	<p><b>Qualifications:</b></p> <p>B. Degree or NQF Level 7 in Business Administration/ Commerce / Business Management / public Management</p> <p><b>Experience:</b></p> <p>Minimum of 4years' working experience and at least 2 years relevant compliance related experience of which must be at a management level in the public or private sector.</p> <p><b>Framework:</b></p> <ul style="list-style-type: none"> <li>✓ Contributes to shaping organizational performance;</li> <li>✓ Addressing departmental service delivery challenges;</li> <li>✓ Ensures implementation and buy into solution.</li> </ul> <p><b>Core description:</b></p> <p>The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> <li>• Coordinate and facilitate the development of the Multi-year business plan and review thereof.</li> <li>• Coordinate and facilitate the development of the Service Delivery Implementation Plan (SDBIP) on and annual basis and the review thereof.</li> <li>• Conduct regular meetings with Directorates to provide feedback on monthly and annual performance.</li> <li>• Draft divisional budget and relevant budget adjustment.</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 TO ALL EMAILS</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 

	<ul style="list-style-type: none"> <li>• Conduct regular meetings with the IDP office of the parent municipality.</li> <li>• Develop individual development plans for the division subordinates.</li> <li>• Coordinate the AGSA audit process in conjunction with Internal Audit.</li> <li>• Conduct regular meeting with Internal Audit to facilitate alignment of process.</li> <li>• Review the POE files submitted by the directorates.</li> <li>• Facilitate the submission of legislated documentation as per MFMA calendar to the parent Municipality.</li> </ul> <p><b><u>Strategic roles:</u></b></p> <ul style="list-style-type: none"> <li>• Analyzing 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.</li> <li>• Evaluating and presenting reports to the immediate superior detailing the Sub-directorate's performance against specific measures.</li> <li>• Monitoring and implementing corrective measures to rectify deviations/acts contrary to financial regulations, audit requirements and Sub-directorate's procedures.</li> </ul>		
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/ CV TO:
34.	<p>CLERK GR I</p> <p>ONE (1) POSTS</p> <p><u>SALARY GRADE:</u> 011 / 010</p> <p>INTERNAL</p>	<p>PERFORMANCE AND COMPLIANCE</p> <p>FLEET MANAGEMENT</p>	<p><u>Qualifications:</u></p> <p>Grade 12 certificate and certificate in Computer Literacy: MS Office.</p> <p><u>Experience-</u></p> <p>At least one (1) year Administration Experience</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Able to respond in writing to basic types of communication.</li> <li>✓ Confirm understanding of verbal and written instructions.</li> <li>✓ Interacts with various clients / stakeholders.</li> <li>✓ Enters data into specific applications, computerized or manual according to set procedures.</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>• Taking minutes in Divisions meetings and keep records of all minutes</li> <li>• Updating of the project list for operational purposes</li> <li>• Ordering Cleaning and Stationary material</li> <li>• Compiling staff clocking systems reports</li> <li>• Open and keep record of project files</li> <li>• Opening and allocating of numbers for new project files</li> <li>• Follow-up on Files and make work related phone calls</li> <li>• Make follow ups on all request to Supply Chain Management</li> <li>• Taking telephone messages for the Section.</li> <li>• Attend to telephone enquiries, answering the phone and directing calls</li> <li>• Provide routine clerical support and follows standard procedures.</li> <li>• Maintain Leave records in the Section both on paper and on the ESS.</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@centfec.co.za">employ1@centfec.co.za</a> or <a href="mailto:employ2@centfec.co.za">employ2@centfec.co.za</a> or <a href="mailto:employ3@centfec.co.za">employ3@centfec.co.za</a></p> <p><b><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b><u>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</u></b></p> 

			<ul style="list-style-type: none"><li>• Assist employees on the ESS to apply for leave, i.e., General Workers.</li></ul> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"><li>• Computer Literate</li><li>• Assertive</li><li>• Interpersonal skills</li><li>• Fluent in English</li></ul>	
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
35.	CLERK GR I ONE (1) POSTS <b>SALARY GRADE: 011 / 010</b> <b>INTERNAL</b>	<b>COMPLIANCE AND PERFORMANCE</b>  <b>INCIDENT MANAGEMENT</b>	<p><u>Qualifications:</u> Grade 12 certificate and certificate in Computer Literacy: MS Office.</p> <p><u>Experience-</u> At least one (1) year Administration Experience</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Able to respond in writing to basic types of communication.</li> <li>✓ Confirm understanding of verbal and written instructions.</li> <li>✓ Interacts with various clients / stakeholders.</li> <li>✓ Enters data into specific applications, computerized or manual according to set procedures.</li> </ul> <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>• Taking minutes in Divisions meetings and keep records of all minutes.</li> <li>• Assisting with Admirative duties in the Offices of EM: Compliance and Performance</li> <li>• Taking telephone messages for the Executives offices</li> <li>• Attend to telephone enquiries, answering the phone and directing calls.</li> <li>• Provide routine clerical support and follows standard procedures.</li> <li>• Ensure Visitors sign register before entering the Executive office.</li> <li>• Issue visitors' cards for visitors entering the executive office.</li> <li>• Ensure that visitors procedure is followed when entering the Executive Offices</li> </ul>	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@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>


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**Additional Requirements:**

- Computer Literate
- Assertive
- Interpersonal skills
- Fluent in English



POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/ CV TO:
36.	<p><b>MANAGER: COMPLIANCE</b></p> <p>ONE (1) POST</p> <p>SALARY GRADE: 003</p> <p><b>INTERNAL</b></p>	<p><b>PERFORMANCE AND COMPLIANCE</b></p> <p><b>DIVISION: COMPLIANCE</b></p>	<p><b>Qualifications:</b></p> <p>B. Degree or NQF Level 7 in Business Administration/ Commerce / Business Management / Public Management</p> <p><b>Experience:</b></p> <p>Minimum of 4years' working experience and at least 2 years relevant compliance related experience of which must be at a management level in the public or private sector.</p> <p><b>Framework:</b></p> <ul style="list-style-type: none"> <li>✓ Contributes to shaping organizational compliance;</li> <li>✓ Addressing departmental compliance challenges;</li> <li>✓ Ensures implementation and buy into solution.</li> </ul> <p><b>Core description:</b></p> <p>The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> <li>• Maintaining and revising policies and procedures for the general operation of the compliance and its related activities to prevent illegal, unethical, or improper conduct.</li> <li>• Management of the day-to-day operation of the compliance.</li> <li>• Monitoring and coordinating compliance activities within the business to remain abreast of the status of all compliance activities and to identify trends.</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 TO ALL EMAILS</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 



- Attending to regulatory compliance queries received from the business and provide appropriate compliance advice and assistance to the entity.
- Consolidate all business units' information to draft and review the strategic plan annually.
- Conduct quality assurance to check whether inputs are crafted properly to meet SMART criteria.
- Check alignment of the strategy plan to the mandate and city of Mangaung Metropolitan Municipality strategic objectives as part of quality assurance process.
- Make sure that all business units' comply in consolidating performance information to draft monthly, quarterly, mid-term and annual performance reports.
- Collect and reference performance information from the business units quarterly and mid-term for purposes of internal auditing.
- Liaise with internal and external auditors on providing requested performance information evidence.
- Facilitate the processes of inputting amendments from the Exco, Board committees and the board onto all the statutory reports.
- Monitor corrective action plans for resolution of problematic issues.
- Keeping up to date with regulatory developments in the public sector.
- Creating awareness of compliance and fostering a culture of compliance within and across the businesses.

**Strategic roles:**

- Analyzing trends, operating requirements and forward plans to establish/determine funding/expenditure for the period and compiling the Section's operating and




POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
37.	<p><b>SUPERINTENDENT</b> ONE (1) POST <b>SALARY GRADE: 007</b>  <b>INTERNAL</b></p>	<p><b>ENGINEERING RETAIL</b>  - <b>REVENUE PROTECTION DIVISION</b>  <b>RECONNECTION &amp; DISCONNECTION SECTION</b></p>	<p><u>Qualifications:</u> N3 Electrical Engineering. Successful completion of an appropriate electrical apprenticeship and Trade Certificate. Qualification as described by the OHS Act.</p> <p><u>Experience:</u> Four (4) years 'experience in electrical field and Knowledge of bylaws and legislation pertaining to Electricity Distribution Industry.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Establish appropriate procedures to keep informed of issues and results.</li> <li>✓ Ensures that high priority work is accomplished withing required timelines.</li> <li>✓ Establish quality collaborative relationship with client and line department.</li> <li>✓ Demonstrates personal commitment to the client through own actions and attitudes.</li> </ul> <p><b>Core description:</b> The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> <li>• Assist supervisor with compiling, analysing, and division of costs of all maintenance and capital projects</li> <li>• Set up of reports and graphics regarding maintenance and construction costs</li> <li>• Reports and record keeping</li> <li>• Supervise Assistant Superintendents, Trade Workers and Artisan Assistants</li> <li>• Optimization of equipment and resources to extend the life expectancy of plant and equipment by effective maintenance</li> <li>• Approve departmental, internal and external requisitions for the acquisition of equipment and materials</li> </ul> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>• Code B License</li> <li>• Familiar with the safe and efficient application of tools, machinery, equipment and materials</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p>

		<ul style="list-style-type: none"><li>• Familiar with the standards and acceptable work practices, norms and procedures</li><li>• Familiar with all aspects of construction and maintenance of a large electricity network and equipment</li><li>• Technically oriented and well informed regarding the latest maintenance techniques of electrical equipment</li><li>• Effective communication skills</li></ul>	
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
38.	<p><b>SPECIAL GRADE FACTOTUM</b></p> <p>TWO (2) POSTS</p> <p><b>SALARY GRADE: 010/009</b></p> <p><b>INTERNAL</b></p>	<p><b>ENGINEERING RETAIL</b></p> <p><b>REVENUE PROTECTION DIVISION</b></p> <p><b>RECONNECTION &amp; DISCONNECTION SECTION</b></p>	<p><u>Qualifications:</u></p> <p>Grade 12. (Code 14) EC1 drivers' license with a PDP and any one trade in the building trade.</p> <p><u>Experience:</u></p> <p>A minimum of five (5) years' experience in the maintenance and construction environment.</p> <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>• Welding work</li> <li>• Do plumbing work in the section</li> <li>• Panel beating of damaged equipment</li> <li>• Spray painting of equipment (sub-stations, fences, gates, etc.)</li> <li>• Conducting any masonry and concrete work in the section</li> <li>• Repairs to all wood structures, ceilings, doors, and roofs of substations</li> <li>• Doing all concrete work needed for the repair and maintenance of substations and departmental buildings.</li> <li>• To ensure that the equipment remains fully functional and safe</li> </ul> <p><u>Additional Requirements</u></p> <ul style="list-style-type: none"> <li>• Operate cranes mounted on specialized trucks.</li> <li>• Transport, Loading and offloading of material and equipment.</li> <li>• Transportation of equipment and tool (Mobile generators, etc.) to work site.</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 TO ALL EMAILS</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:
39.	<p><b>ENQUIRY OFFICER</b></p> <p>Eight (8) POSTS</p> <p><b>SALARY GRADE: 011/010</b></p> <p><b>INTERNAL</b></p>	<p><b>ENGINEERING RETAIL</b></p> <p><b>DIVISION: CUSTOMER SERVICES</b></p> <p>- <b>SECTION: CALL CENTRE (4)</b></p> <p>- <b>BOTSHABELO CALL CENTRE (4)</b></p>	<p><u>Qualifications:</u></p> <p>Grade 12 certificate and certificate in Computer Literacy: MS Office.</p> <p><u>Experience:</u></p> <p>One to two (1 - 2) years relevant experience.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Checks against standards and regulations;</li> <li>✓ Understands and able to communicate the entity's priorities;</li> <li>✓ Knowledge of the issues impacting service delivery.</li> </ul> <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>• Receive and handle enquiries / complaints related to power outages</li> <li>• Receive power disruption or failure enquiries / complaints via the telephone / radio.</li> <li>• Capture the complaints on the Batho Pele system (Customer details, nature of complaint).</li> <li>• Forward the complaint of the customer to the relevant personnel (Electrician / Trade worker) for investigation.</li> <li>• Capture information from Electrician / Trade worker on what was done to resolve the problem.</li> <li>• Compile statistics on power disruptions for the month / annually reports and make graphical representation of the statistics.</li> <li>• Receive telephonic instructions for the switching on and off of consumers.</li> <li>• Channel instructions for the switching on and off of consumers to the relevant Electrician / Trade worker on standby.</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 TO ALL EMAILS</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 

			<ul style="list-style-type: none"><li>• Receive feedback from Electrician / Trade worker on standby and write / capture the information.</li></ul> <p><b>Additional requirements:</b></p> <ul style="list-style-type: none"><li>✓ Knowledge of standard operating procedures.</li><li>✓ Knowledge of computer literacy.</li><li>✓ Knowledge of Centlec policy and Health &amp; Safety Act.</li></ul>	
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
40.	<p><b>ARTISAN ASSISTANT</b></p> <p>TWELVE (12) POSTS</p> <p>SALARY GRADE: 015</p> <p><b>INTERNAL</b></p>	<p><b>ENGINEERING RETAIL</b></p> <p><b>DIVISION: REVENUE PROTECTION</b></p>	<p><u>Qualifications:</u></p> <p>Minimum: Grade 8 report. Trade certificate will serve as an advantage.</p> <p><u>Experience:</u></p> <p>One (1) years working experience in the electrical environment in CENTLEC or at least studying towards a Trade Certificate.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Deals with clearly defined problems that are task specific;</li> <li>✓ Applies tactic knowledge;</li> <li>✓ Knows when to refer problem to Supervisor.</li> </ul> <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>• Handling and supervision of tools and equipment.</li> <li>• Holding and shifting of equipment and work pieces.</li> <li>• Packing and repacking of tools and equipment to be used/or that has been used by the superior.</li> <li>• Loading and unloading of tools, equipment and material.</li> </ul> <p><u>Additional Requirements:</u></p> <ul style="list-style-type: none"> <li>• Must have a good sense of responsibility.</li> <li>• Must be technically inclined</li> <li>• Must have a good knowledge of basic hand tools and the use and handling thereof.</li> <li>• Know how to read and write.</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 TO ALL EMAILS</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:
41.	<p><b>SUPERINTENDENT</b></p> <p>ONE (1) POST</p> <p><u>SALARY GRADE: 007</u></p> <p><b>INTERNAL</b></p>	<p><b>ENGINEERING RETAIL</b></p> <p><b>DIVISION REVENUE PROTECTION</b></p>	<p><u>Qualifications:</u></p> <p>N3 Electrical Engineering. Successful completion of an appropriate electrical apprenticeship and Trade Certificate. Qualification as described by the OHS Act.</p> <p><u>Experience:</u></p> <p>Four (4) years 'experience in electrical environment and Knowledge of bylaws and legislation pertaining to Electricity Distribution Industry.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Establish appropriate procedures to keep informed of issues and results.</li> <li>✓ Ensures that high priority work is accomplished withing required timelines.</li> <li>✓ Establish quality collaborative relationship with client and line department.</li> <li>✓ Demonstrates personal commitment to the client through own actions and attitudes.</li> </ul> <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>• Assist supervisor with compiling, analysing, and division of costs of all maintenance and capital projects</li> <li>• Set up of reports and graphics regarding maintenance and construction costs</li> <li>• Reports and record keeping</li> <li>• Supervise Assistant Superintendents, Trade Workers and Artisan Assistants</li> <li>• Optimization of equipment and resources to extend the life expectancy of plant and equipment by effective maintenance</li> <li>• Approve departmental, internal and external requisitions for the acquisition of equipment and materials</li> </ul> <p><u>Other Requirements:</u></p> <ul style="list-style-type: none"> <li>• Code B License</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 

			<ul style="list-style-type: none"><li>• Familiar with the safe and efficient application of tools, machinery, equipment and materials</li><li>• Familiar with the standards and acceptable work practices, norms and procedures</li><li>• Familiar with all aspects of construction and maintenance of a large electricity network and equipment</li><li>• Technically oriented and well informed regarding the latest maintenance techniques of electrical equipment</li><li>• Effective communication skills</li></ul>	




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42.	<p><b>DATA CAPTURER</b> TWO (2) POSTS <b>SALARY GRADE: 012/011</b> <b>INTERNAL</b></p>	<p><b>ENGINEERING RETAIL</b> <b>DIVISION REVENUE</b> <b>PROTECTION</b></p>	<p><b>Qualification:</b> Grade 12 certificate and certificate in Computer Literacy: MS Office.</p> <p><b>Experience:</b> One to two (1-2) year of relevant experience in data capturing.</p> <p><b>Framework:</b></p> <ul style="list-style-type: none"> <li>✓ Follows laid-down procedures diligently;</li> <li>✓ Identifies elements in a process that may create bottle necks and blockages;</li> <li>✓ Maintains clear communication with clients.</li> </ul> <p><b>Core description:</b> The successful candidate will be responsible for the following functions and not limited to:</p> <ul style="list-style-type: none"> <li>• Assess the reading reports as provided by meter reading sections against the route sheet for any omissions and anomalies.</li> <li>• Reasonably assess the anomalies in the completion of hard copy forms for creation of new accounts, termination of existing accounts amendment of standing accounts.</li> <li>• On a regular basis, review classification of accounts for business, residential use and where necessary obtain approval to adjust inappropriate classification.</li> <li>• Distribute printing dates to the relevant sections for every period at the beginning of that period or earlier.</li> <li>• Where a final reading has been taken, capture such reading and initiate the closing of the account.</li> <li>• File all data sheets received and processed for the day.</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 TO ALL EMAILS</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:
43.	<p><b>SPECIAL GRADE FACTOTUM</b></p> <p>ONE (1) POST Salary Grade: 010/009:2</p> <p><b>INTERNAL</b></p>	<p><b>ENGINEERING RETAIL</b></p> <p><b>DIVISION REVENUE PROTECTION</b></p>	<p><u>Qualifications:</u></p> <p>Grade 10. Code 14 EC Driver's license with a PDP and any trade in the building Trade</p> <p><u>Experience:</u></p> <p>One (1) year experience Must be able to read and write Must be bilingual in two of the local languages</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>• Perform activities associated with maintenance and repairs</li> <li>• Welding of damaged equipment</li> <li>• Conducting any plumbing requirements in the section</li> <li>• Panel beating of damaged equipment</li> <li>• Spray painting of equipment (substations, fences, gates etc.)</li> <li>• Conducting any masonry work in section</li> <li>• Perform activities associated with operations of specialized vehicles</li> <li>• Operates Cranes mounted on specialized trucks</li> <li>• Responsible the operations and maintenance of mobile standby generators</li> <li>• Transportation of equipment and tool (mobile generators, etc.) to work site.</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 

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44.	<p>TRADE WORKER GR II/ III/ III/ IV</p> <p>TWO (2) POSTS</p> <p>Salary Grade: 015-013 //012/1-012/0//011/1-11/0//010/1-010/0</p> <p>INTERNAL</p>	<p>ENGINEERING RETAIL</p> <p>DIVISIONS REVENUE PROTECTION</p>	<p><u>Qualifications:</u></p> <p>Grade 8 (Standard 6) and and appropriate trade levels</p> <p><u>Experience:</u></p> <p>Two to three (2 – 3) years experience in electrical environment.</p> <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>• Service of 32V Batteries to ensure safe tripping of DC protection circuits ;</li> <li>• Servicing of tripping units to ensure safe tripping of DC protection circuits;</li> <li>• Responsible for battery workshop and water purifying facility;</li> <li>• Do the basic concrete, welding, masonry work, paint of equipment and structures, maintenance and repairs;</li> <li>• Reporting back of all the relevant electrical unsafe conditions;</li> <li>• Complete IOD, vehicle accident, stolen tools, and lost keys and to ensure that they are reported to the supervisor;</li> <li>• Complete labour and transport states, pre-trip inspection on vehicles;</li> <li>• Will do after hours standby.</li> </ul> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• Be able to read and write</li> <li>• Be bilingual in two of the local languages</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 TO ALL EMAILS</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 




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45.	<p>ENGINEERING ASSISTANT // SNR // FIRST</p> <p>ONE (1) POSTS</p> <p>Salary Grade: 009-008/007/006</p> <p>INTERNAL</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> <li>• Assist with restoration of any communication issues regarding the statistical meters</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></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 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>	
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
46.	<p><b>METER ROOM OPERATOR</b></p> <p>ONE (1) POSTS</p> <p>Salary Grade: 012/0011</p> <p><b>INTERNAL</b></p>	<p><b>ENGINEERING RETAIL</b></p> <p><b>TRADING SERVICES</b></p> <p>- <b>METERING</b></p>	<p><u>Qualifications:</u></p> <p>Grade 12 and MS Computer literacy</p> <p><u>Experience:</u></p> <p>A minimum of 2 years experience in electrical or metering environment .</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>• Rotational meters converted to prepaid meters, meter reading of rotational meters must be sent to finance to close off account of customers.</li> <li>• New connections of rotational meter reading statement send to finance to link to new account of customer.</li> <li>• Registration of new meters installed on the Vending System with customers name, address, id number, contact number and correct tariff group example Residential, Business or Indigent.</li> <li>• Capture of replacement meters on the Vending System with name, id number, address and contact details.</li> <li>• Issuing tamper reset code when meter went into a tampering mode due to power failure or maintenance that was done by tradesman or electrician.</li> <li>• Enquiries from finance on meter status, removal or installation reading, date removed or installed, statement number for specific meter they are enquiring about.</li> <li>• Customer enquiries telephonically tariff information, meters that runs fast, meter cannot vend (buy electricity at all vendors).</li> <li>• Walk in customer meter enquiries, tariffs, meter faulty, meter runs fast, updating customer details,</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></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:
47.	<p>STORE MAN</p> <p>ONE (1) POST</p> <p>SALARY GRADE: 012J010</p> <p>EXTERNAL</p>	<p>ENGINEERING RETAIL</p> <p>TRADING SERVICES</p> <p>METERING</p>	<p><u>Qualifications:</u></p> <p>Grade 12 certificate and MS Office literacy</p> <p><u>Experience:</u></p> <p>Minimum of (2) years' experience working in a warehouse. Must have technical experience to be able to identify tools as per the job specification.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> <li>✓ Able to respond in writing to basic types of communication.</li> <li>✓ Confirm understanding of verbal and written instructions.</li> <li>✓ Interacts with various clients / stakeholders.</li> <li>✓ Enters data into specific applications, computerized or manual according to set procedures.</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>• Assist in issuing of stock, receiving of stock, procuring of stock replenishing and stock control.</li> <li>• Checking the supplier documentation against physical items and verifying quantity and specifications prior to acknowledging receipt or recording short delivery/damages on the documentation.</li> <li>• Coding stock received in accordance with control procedures and positioning items in the appropriate location.</li> <li>• Attending to the rotation of stock based on 'first in –first out principles' and positioning items taking into consideration "shelf life span".</li> <li>• Monitoring stock levels against established safety stock levels, identifying with slow moving/ aged items and seeking approval on changes to stock control guidelines.</li> <li>• Conducting stock counting sequences, applying control procedures using specific coding/ labels to indicated</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><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> 

		<p>counted stock and quantities.</p> <ul style="list-style-type: none"> <li>Receiving and referring to approved transactional documentation to identify with requirements, accessing specific items and checks quantities prior to issue.</li> </ul> <p>Other requirement:</p> <p>The incumbent must be physically and mentally fit. The positions entails lifting of heavy objects.</p>	
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**TOTAL POSITIONS: 73**

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

**CHIEF EXECUTIVE OFFICER**

DATE: 2023/06/23