



**CENTLEC**

REG NO 2003/011612/30

CENTLEC (SOC) LTD

**EXTERNAL VACANCY BULLETIN – NO. 05/2025**

Applications must be sent to the email address provided and reference must be made against a particular post, be accompanied by a Curriculum Vitae, Certified Copies of Qualifications, a Driver's License, (where applicable) and Identity Document. Certification must not be older than six months. An applicant MUST complete the prescribed CENTLEC (SOC) LTD Employment application form(Z83), failure to adhere to the contents of this advert will lead to applications being disqualified. **ALL COSTS ASSOCIATED WITH AN APPLICATION WILL BE BORNE BY THE APPLICANT. FOR RE-ADVERTISEMENTS, THOSE WHO PREVIOUSLY APPLIED SHOULD RE-APPLY.**

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

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

The closing date in respect of these positions will be **30 MAY 2025 @ 16H00. PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.**

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

**Please note that this vacancy bulletin consists of 8 positions**

| POST REF | POST DESIGNATION                                                                                       | DIRECTORATE                                              | QUALIFYING REQUIREMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | SUBMIT APPLICATION FORM/CV TO:                                                                                                                                                                                                                                                                                                          |
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| 1.       | <p>TRAINING OFFICER/SNR</p> <p>FOUR (4) POSTS</p> <p><u>SALARY GRADE: 007//006</u></p> <p>EXTERNAL</p> | <p>HUMAN RESOURCES</p> <p>HUMAN RESOURCE DEVELOPMENT</p> | <p><u>Qualifications:</u></p> <p>N3 and a Trade Certificate. Must be a qualified as a Senior Electrician.</p> <p><u>Experience-</u></p> <p>At least three to four (3 - 4) years' relevant experience as an electrician. Experience within the Municipal sector will be an added advantage.</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> </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>• Researching topics, designing course content, and preparing learning material.</li> <li>• Presenting the course material to learners, explaining and discussing content and clarifying terminology.</li> <li>• Evaluate feedback on the course content, degree of applicability and training methods.</li> <li>• Updating training material and manuals, changing content in view of amendments to legislation, process and or agreements.</li> <li>• Evaluate and monitor progress of learners.</li> <li>• Assess the competency or incompetency of learners through practical or written assessments.</li> <li>• Mentoring and coaching of learners.</li> <li>• Provide feedback on learner progress to their different sections or sponsors.</li> <li>• Maintain training information and record keeping of learner progress.</li> </ul> | <p>Email: <a href="mailto:employ4@centlec.co.za">employ4@centlec.co.za</a> or <a href="mailto:employ5@centlec.co.za">employ5@centlec.co.za</a></p> <p>Telephonic Enquiries:<br/>051 - 412 2629 / 2626/ 2630</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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|  |  |  | <ul style="list-style-type: none"> <li>• Safety inspections to comply with the Occupational Health and Safety act.</li> <li>• Presenting safety talks.</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 REF | POST DESIGNATION                                                                             | DIRECTORATE                                                     | QUALIFYING REQUIREMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | SUBMIT APPLICATION FORM/CV TO:                                                                                                                                                                                                                                                                                                                                                                       |
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| 2.       | SECURITY OFFICER (SUPERVISOR)<br><br>FOUR (4) POSTS<br><br>SALARY GRADE: 007<br><br>EXTERNAL | PERFORMANCE AND COMPLIANCE<br><br>DIVISION: SECURITY MANAGEMENT | <p><u>Qualifications:</u></p> <p>Grade 12: PSIRA Grade B, Firearm Competency or National diploma in police</p> <p><u>Experience:</u></p> <p>At least three to five (3-5) years in security environment guard</p> <p><u>Core description:</u></p> <p>The successful candidate will be responsible for the following functions but not limited to:</p> <ul style="list-style-type: none"> <li>• Conduct daily parade with security guards to check attendance and share information.</li> <li>• Conduct inspection of uniforms and neatness of security guards</li> <li>• Allocate daily posting to the security guards.</li> <li>• Compile a posting sheet and forward to Manager Security.</li> <li>• Check Occurrence Book to gather information of activities that occurred in the earlier shift.</li> <li>• Capture information on the Occurrence Book of any incidents that requires the attention of the security manager.</li> <li>• Ensure that all report cases are reported to the police station and case numbers are provided.</li> <li>• Inspect guard house and CCTV control room to ensure they are clean and well-kept.</li> <li>• Ensure that all relevant information is filled in the correct files</li> </ul> <p><u>Additional Requirements</u></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>Telephonic Enquiries:<br/>051 - 412 2629 / 2626/ 2630</p> <p><u>PLEASE DO NOT SEND TO ALL EMAILS</u></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p> |

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|  |  |  |  | <ul style="list-style-type: none"> <li>• Assertive</li> <li>• Interpersonal</li> <li>• Fluent in English</li> <li>• Telephone Etiquette</li> </ul> |  |
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TOTAL POSITIONS: 8

APPROVED: 

CHIEF EXECUTIVE OFFICER

DATE: 16/05/2015