



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

EXTERNAL VACANCY BULLETIN – NO. 06/2024

Applications must be sent to the email address provided and reference must be made against a particular post, be accompanied by a Curriculum Vitae, Certified Copies of Qualifications, a Driver's License, (where applicable) and Identity Document. Certification must not be older than six months. An applicant MUST complete the prescribed CENTLEC (SOC) LTD Employment application form(Z83), failure to adhere to the contents of this advert will lead to applications being disqualified. **ALL COSTS ASSOCIATED WITH AN APPLICATION WILL BE BORNE BY THE APPLICANT. 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 **23 AUGUST 2024 @ 16H00. PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.**

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

Please note that this vacancy bulletin consists of 11 positions.

| POST REF | POST DESIGNATION | DIRECTORATE | QUALIFYING REQUIREMENT | SUBMIT APPLICATION FORM/CV TO: |
|----------|---|--|--|---|
| 1. | <p>LEARNER/OPERATIONAL TECHNICIAN/SNR</p> <p>FOUR (4) POSTS</p> <p>SALARY GRADE: 009//008//007</p> <p>INTERNAL/EXTERNAL</p> | <p>ENGINEERING WIRES</p> <p>DIVISION: ENERGY AND NETWORK CONTROL</p> | <p><u>Qualifications:</u></p> <p>National Diploma in Electrical Engineering or S4 or National Technical Diploma or N6 Electrical Certificate or Senior Electrician with N4 Electrical Certificate.</p> <p><u>Experience:</u></p> <p>Three to Five (3-5) years' experience in the Electrical Engineering field.</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"> • Monitor the distribution network for changes in state. Identify abnormal conditions, interpret alarms and initiate corrective action to ensure network stability. • Record keeping, analysis and reporting of network capacity and loading to avoid network overloading and power failures. • Eliminate erroneous and dangerous switching procedures with the use and frequent updating of network mimic diagrams. • To take control of switching operations during planned or abnormal network conditions to restore power to customers in the shortest possible time while not compromising on safety of people or equipment. • Compiling and issuing network switching instructions to ensure safe and correct switching procedures. • Receiving, resolving, record keeping and analysis of customer complaint by dispatching field personnel and updating a complaint | <p>Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za</p> <p>Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630</p> <p><u>PLEASE DO NOT SEND TO ALL EMAILS</u></p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p> |

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| | | | <p>database to maximize served energy.</p> <ul style="list-style-type: none">• Record keeping and updating of the permit and permit lock system to ensure safety of personnel. <p>Other Requirements:</p> <ul style="list-style-type: none">• Effective communication skills• Administrative orientated• Reading and writing skills• Healthy human relations• Computer literacy (Microsoft)• Ability to be multilingual | |
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| 2. | <p>ENGINEERING ASS//SNR//FIRST</p> <p>FIVE (5) POSTS</p> <p>SALARY GRADE: 009-008//007//006</p> <p>INTERNAL/EXTERNAL</p> <p>RE-ADVERTISEMENT</p> | <p>ENGINEERING WIRES</p> <p>DIVISION: PLANNING</p> | <p><u>Qualifications:</u></p> <p>National Diploma in Electrical Engineering (Heavy current).</p> <p><u>Experience:</u></p> <p>Three to Five (3-5) years experience in the Electrical distribution environment.</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"> To analyse and assess the power system's performance regularly to maximise reliability and availability of the needed electrical capacity. To identify, list, implement and manage strategic upgrading and network strengthening programs as prescribed by Chief Engineering Assistant Oversee designs for all new as well as for all upgrading of existing protection systems Ensure that all the correct size of the electrical equipment is chosen for the different applications and requirements Ensure that all the correct size of the electrical equipment is tested and commissioned, and the appropriate documentation completed Oversee those strategies and procedures implemented to ensure the best engineering practices that conform to the safety and technical standards. Ensure that personnel under his/her supervision perform within the Conditions of Employment. | <p>Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za</p> <p>Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630</p> <p><u>PLEASE DO NOT SEND TO ALL EMAILS</u></p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p> |

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| 4. | SNR INTERNAL AUDIT: IT ONE (1) POST SALARY GRADE: 006 INTERNAL/EXTERNAL | OFFICE OF THE CEO DIVISION: INTERNAL AUDIT IT | <p>Qualifications:</p> <p>B Tech or Bachelor's Degree of Commerce in Financial Accounting, Internal Auditing, Auditing and Financial Information Systems. Advanced degree is highly desirable, but not mandatory. Internal Audit Technician and Professional Internal Audit qualification will be an added advantage. IIA (SA), CISA, SAIPA membership certification.</p> <p>Experience:</p> <p>At least five to eight (5-8) years recent work experience as an Internal Auditor.</p> <p>Other requirements:</p> <p>Demonstrating a progression in complexity of auditing and accounting tasks. Proficiency in Microsoft Office software programs, including spreadsheet programs (i.e. Excel). Excellent project management, analytical, interpersonal, oral and written communication skills. Dedicated to superior client service.</p> <p>Core description:</p> <p>The successful candidate will be responsible for the following functions but not limited to:</p> <ul style="list-style-type: none"> • Lead client audit engagements, which include planning executing, directing, and completing regulatory, compliance, IT and Technical audits. • Obtain a thorough understanding of IPPF and other best practices and common audit procedures and techniques. • Supervise, train and mentor internal auditors and interns on audit process • Research and analyze audit projects related issues | <p>Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za</p> <p>Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630</p> <p><u>PLEASE DO NOT SEND TO ALL EMAILS</u></p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p> |

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| | | | <ul style="list-style-type: none">• Acquire a working knowledge of the client's business.• Proactively interact with key client's management to gather information, resolve problems and make recommendations for business and process improvements.• Perform other job related duties as necessary. | |
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| 5. | <p>ASSISTANT MANAGER: RISK MANAGEMENT</p> <p>ONE (1) POST</p> <p>SALARY GRADE: 005</p> <p>EXTERNAL</p> | <p>OFFICE OF THE CEO</p> <p>DIVISION: RISK MANAGEMENT</p> | <p><u>Qualifications</u></p> <p>B. Degree / B.Tech risk management / internal auditing/auditing and Financial Information Systems. Advanced degree is highly desirable, but not mandatory.</p> <p>IRMSA. IIA (SA), SAIPA membership certification.</p> <p><u>Experience:</u></p> <p>At least eight (8) years or more experience (which includes 2 years of supervisory exposure) covering all aspects of the risk management function. (preferably in local government / public sector/private sector)</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"> • To supervise and implement the enterprise wide risk management framework in the organisation; • Advocate and promote risk management in the organisation • Develop and maintain stakeholder and client relationships Continuous monitoring the risk environment. • Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation context. Supervise, facilitate and advice on the risk management assessment process. • Coordinate risk analysis/identification, implement policies, strategy and framework, risk assessment and mitigation processes, risk awareness and compliance, provide | <p>Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za</p> <p>Telephonic Enquiries: 051 - 412 2629 / 2626/2630</p> <p><u>PLEASE DO NOT SEND TO ALL EMAILS</u></p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p> |

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| | | | <ul style="list-style-type: none"> • administrative support to the section. • Assist in facilitating the implementation of risk management plans in accordance with established practices and standards under the supervision of the Chief Risk Officer • • Continually assess and identify potential risks, evaluating these to ensure that they are appropriately mitigated through properly implemented policies, procedures, training, systems, and controls • Monitors applications, procedures and processes associated with specific statutory responsibilities and functions/ activities of the CENTLEC SOC LTD • Monitor and review the identified risk response activities. • Assist in the development of educational plans, material and resources to educate employees in overall objectives of Risk and Compliance risk programmes • Support the Chief Risk Officer in compiling the necessary reports to the Executive Management and Audit and Risk Committee • Support the Chief Risk Officer with ad hoc projects as required and assigned by CEO and Audit and Risk Committee | |
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TOTAL POSITIONS: 11

APPROVED: _____

CHIEF EXECUTIVE OFFICER

DATE: 2024/08/15