



**CENTLEC**

REG NO 2003/011612/30

CENTLEC (SOC) LTD

**INTERNAL / EXTERNAL VACANCY BULLETIN - NO. 05/2024**

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-ADVERTISEMENT, 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 **20 September 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 **01 position**.

| POST REF | POST DESIGNATION                                                                                               | DIRECTORATE     | QUALIFYING REQUIREMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | SUBMIT APPLICATION FORM/CV TO:                                                                                                                                                                                                                                                                                                                                                                              |
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| 1.       | <p><b>EXECUTIVE MANAGER: HUMAN RESOURCES</b></p> <p>ONE (1) POST</p> <p>PERMANENT POSITION</p> <p>EXTERNAL</p> | HUMAN RESOURCES | <p><b>Qualifications:</b></p> <p>A Bachelor's Degree, Honours or equivalent qualification in Human Resources/ Labour Law/ Psychology (Masters degree will be an added advantage)</p> <p><b>Experience:</b></p> <p>At lease Four to Seven (4 –7) years' senior management and HRM applicable work experience or in a similar environment. Experience in strategy and advice, policy development and governance. Leadership skills, including the ability to build and motivate a team as well as willingness to deal with conflicts and problem solution.</p> <p><b>Core description:</b></p> <p><b>The successful candidate will report to the Chief Executive Officer and work closely with Senior Management and the Board of Directors to:</b></p> <ul style="list-style-type: none"> <li>✓ Provide strategic direction to the human resources function, which entails the formulation and implementation of the human resources management strategy and plan, policies, procedures and guidelines and HR systems;</li> <li>✓ The role requires a high degree of strategic thinking and ability to align, develop and implement HR strategic practices to support the overall CENTLEC strategy;</li> <li>✓ The incumbent will also oversee employee development programmes (employee-wide development initiatives, ad hoc training requests, specific skill development, goal setting education, feedback, training, etc.)</li> </ul> <p><b>Additional requirements:</b></p> <ul style="list-style-type: none"> <li>• Formulate and implement the HR</li> </ul> | <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><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>• Management strategy and plan.</li> <li>• Implement a sound employee development programme, performance management, rewards and recognition system, wellness and labour relations programmes and other organisational development programmes necessary for the CENTLEC environment.</li> <li>• Build quality and depth of talent, including a focus on succession and leadership/employee development to ensure retention of high performing and high potential talent throughout.</li> <li>• Seek to increase organisational effectiveness by reviewing existing roles and responsibilities and recommending changes and related training.</li> <li>• Coordinate the budgeting process and planning and oversee/monitor and control implementation of the capital and operational budget.</li> </ul> |  |
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**TOTAL POSITIONS: 01**

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

**CHIEF EXECUTIVE OFFICER**

DATE: 2024/09/05