



REG. NO 2003/01 1612/30  
CENTLEEC (SOC) LTD

**EXTERNAL VACANCY BULLETIN – NO. 02/2025**

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 CENTLEEC (SOC) LTD Employment application form, 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.**

CENTLEEC (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 CENTLEEC (SOC) Ltd's Employment Equity plan. CENTLEEC (SOC) Ltd support the recruitment and advancement of individuals with disabilities. For us to fulfill 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 **28 FEBRUARY 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. **CENTLEEC 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 39 positions.**

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
1.	<p><b>ELECTRICIAN // SENIOR</b></p> <p>FIVE (5) POSTS</p> <p><b>SALARY GRADE: 009 // 08/1</b></p> <p><b>EXTERNAL</b></p>	<p><b>ENGINEERING WIRES: (4)</b></p> <p><b>ENGINEERING RETAIL (1)</b></p>	<p><u><b>Qualifications:</b></u></p> <p>N2 with a completed Apprenticeship and/or qualified as an Electrician (Trade Certificate) a Code EC-1 Driver's License and a Professional Driving Permit.</p> <p><u><b>Experience:</b></u></p> <p>One to Two years of appropriate experience will serve as a recommendation.</p> <p><u><b>Core description:</b></u></p> <p>The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> <li>• Commissioning of new equipment. (Cables, transformers, switch gear, etc.)</li> <li>• Testing of equipment (Cables, transformers, switch gear, etc.)</li> <li>• Fault location on all equipment (Cables, transformers, switch gear, etc.)</li> <li>• Earth resistance testing.</li> <li>• The daily functions at the section.</li> <li>• He/she will also assist other electricians in the section with the execution and completion of projects as well as to achieve the KPI objectives.</li> </ul> <p><u><b>Other requirements:</b></u></p> <p>Required to perform shift work in Power Failure section</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: 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>



POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
2.	ENGINEERING ASS/SNR/FIRST  FOUR (4) POSTS  SALARY GRADE: 009-008/007/006  EXTERNAL	ENGINEERING WIRES  DIVISION: PLANNING	<p><b>Qualifications:</b> National Diploma in Electrical Engineering (Heavy current).</p> <p><b>Experience:</b> Three to Five (3-5) years' experience in the Electrical distribution environment.</p> <p><b>Core description:</b> The successful candidate will be responsible for the following functions but not limited to:</p> <ul style="list-style-type: none"> <li>• To analyse and assess the power system's performance regularly to maximise reliability and availability of the needed electrical capacity.</li> <li>• To identify, list, implement and manage strategic upgrading and network strengthening programs as prescribed by Chief Engineering Assistant</li> <li>• Oversee designs for all new as well as for all upgrading of existing protection systems</li> <li>• Ensure that all the correct size of the electrical equipment is chosen for the different applications and requirements</li> <li>• Ensure that all the correct size of the electrical equipment is tested and commissioned, and the appropriate documentation completed</li> <li>• Oversee those strategies and procedures implemented to ensure the best engineering practices that conform to the safety and technical standards.</li> <li>• Ensure that personnel under his/her supervision perform within the Conditions of Employment.</li> </ul>	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>  Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630  <b>PLEASE DO NOT SEND TO ALL EMAILS</b>  <b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b>

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
3.	<b>MANAGER: COMPLIANCE</b>  ONE (1) POST  <b>SALARY GRADE: 003</b>  <b>EXTERNAL</b>	<b>PERFORMANCE AND COMPLIANCE</b>  <b>DIVISION: COMPLIANCE</b>	<p><b>Qualifications:</b> Grade 12 and Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Finance/ Accounting/ Auditing/ Legal in Business Administration or a related field.</p> <p><b>Experience:</b> Six or more years in a compliance management environment. Of which 2 years must be on a supervisory level.</p> <p><b>Core description:</b></p> <ul style="list-style-type: none"> <li>Identify and analyze legal and regulatory requirements applicable to Centlec (SOC) Ltd.</li> <li>Review and implement compliance policies, procedures, and controls to ensure adherence to relevant laws and regulations</li> <li>Collaborate with cross-functional teams to integrate compliance requirements into business processes and systems.</li> <li>To ensure the entity compliance to various legislation and regulations.</li> <li>Conduct regular compliance risk assessments to identify potential areas of non-compliance.</li> <li>Design and implement monitoring and auditing systems to assess compliance effectiveness.</li> <li>Review and evaluate existing policies and procedures.</li> <li>To ensure ongoing compliance and recommend improvements as necessary.</li> <li>Prepare compliance reports and present findings to senior management and the board of directors.</li> <li>Maintain accurate and up-to-date records of compliance activities, including policies,</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: 051 - 412 2629 / 2626/ 2630</p> <p><b>PLEASE DO NOT SEND TO ALL EMAILS</b></p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p>

- procedures, training materials, and audit reports.
- To Ensure documentation is readily accessible and available for internal and external audits
- Develop budget for the division and submit to GM: Compliance and Performance.
- Monitor the performance of the budget through the monthly trial balance.
- Develop the adjustment budget and submit to GM: Compliance and Performance.
- To ensure the budget of the division is developed and monitored effectively and efficiently.
- Conduct regular compliance risk assessments to identify potential areas of non-compliance.
- Design and implement monitoring and auditing systems to assess compliance effectiveness.
- Review and evaluate existing policies and procedures.
- To ensure ongoing compliance and recommend improvements as necessary.

**Additional Requirements:**

- Proven experience in performance management, preferably in a utility or energy sector.
- Strong analytical and problem-solving skills with the ability to interpret complex data.
- Proficiency in performance analysis tools and techniques.
- Excellent communication and presentation skills, with the ability to convey information to diverse audiences.

			<ul style="list-style-type: none"><li>• Knowledge of performance management frameworks and methodologies.</li><li>• Familiarity with utility industry regulations and compliance requirements.</li><li>• Ability to collaborate effectively with cross-functional teams and build strong relationships.</li><li>• Detail-oriented with strong organizational and time management skills.</li><li>• Self-motivated and able to work independently while managing multiple priorities.</li></ul>	
--	--	--	--	--

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
4.	<b>CHIEF RISK OFFICER</b>  ONE (1) POST  <b>SALARY GRADE: 003</b>  <b>TOTAL COST TO COMPANY</b>  <b>EXTERNAL</b>	<b>OFFICE OF THE CEO</b>  <b>DIVISION: RISK MANAGEMENT</b>	<p><b>Qualifications:</b></p> <p>An undergraduate qualification (NQF 7) as recognized by SAQA in Risk Management/ Auditing/ Finance/ Business Administration/ Leadership • A certification in Enterprise Risk Management will be an added advantage</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• A minimum 8 or more years' experience at a managerial level obtained in the risk management field • Knowledge of risk management principles and the application thereof. Of which 3 years must be on a managerial level.</li> </ul> <p><b>Core description:</b></p> <p>The successful candidate will be responsible for the following functions:</p> <p>Identifies with the broad Risk Management strategy and defines, implements and monitors short term plans/ objectives by:</p> <ul style="list-style-type: none"> <li>• Communicating with the Executive Management on specific Key Performance Areas (communication, relationship management, strategic policy implications) with a view to aligning functions and objectives.</li> <li>• Analysing the adequacy of current risk audit approaches, assessing and evaluating the exposure and risk of the municipality, and submits reports supporting specific provisions associated with Internal Audit Services</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: 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>

		<ul style="list-style-type: none"> <li>• Keeping abreast of legislative changes and National Government requirements with respect to access to audit information and formulating methodologies/ policies dictating procedural applications for consideration and approval.</li> <li>• Developing, maintaining and implementing risk management through the risk management policy, framework, policy statements, risk plan and risk policy.</li> <li>• Facilitating risk identification and assessments to develop and ensure the implementation of risk management processes.</li> <li>• Managing education and awareness campaigns on risk management to promote a risk management culture and capacity on risk management.</li> <li>• Monitoring and reviewing the implementation of risk management processes to ensure the proactive assessment of the current state of controls.</li> <li>• Coordinating with external stakeholders on broader effective and efficient risk management strategies to enhance risk management.</li> <li>• Reviewing the compilation of risk assessment questionnaires, and compiling annual audit report on risk assessment.</li> <li>• Providing advice/ opinions to the management team on the risk management process, through the analysis and evaluation of attitudes and</li> </ul>	
--	--	--	--



		<ul style="list-style-type: none"> <li>• Analyzing qualitative and quantitative reports on the status of the Risk Management functionality with respect to the achievement of specific measures and qualifies statistical based conclusions to the Executive Management Committee, Audit And Riks Committee and the Board through the provision of detailed explanations and/ or recommendations</li> <li>• Interpreting situational and contextual issues and researching relevant topics to enable the preparation of risk audit documentation, including information needs of the Audit Committee and Auditor General.</li> </ul> <p>Controls the Key Performance Indicator's and outcomes of personnel within the Risk Management functionality by:</p> <ul style="list-style-type: none"> <li>• Defining/ adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements.</li> <li>• Conducting appraisals to measure performance against agreed objectives, counseling and consulting with personnel on developmental goals, career paths and, short-term targets and standards.</li> <li>• Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment and progress reports for</li> </ul>	
--	--	---	--

		<p>Inclusion into the consolidated Skills Development Plan of the Department.</p> <ul style="list-style-type: none"> <li>Analyzing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures.</li> </ul> <p>Manages the scope and procedural administrative requirements and reporting deadlines associated with the functionality by:</p> <ul style="list-style-type: none"> <li>Establishing priorities and approving administrative changes to be affected policies and procedures with respect to the management of risk management imperatives.</li> <li>Making available documentation to substantiate reasoning for specific actions/ decisions to the Audit and Risk Committee/ Chief Executive Officer /Manager and/or Auditor General.</li> </ul> <p>Controls the Key Performance Indicator's and outcomes of personnel within the Risk Management functionality by:</p> <ul style="list-style-type: none"> <li>Defining/ adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements.</li> <li>Conducting appraisals to measure performance against agreed objectives, counseling and</li> </ul>	

		<p>consulting with personnel on developmental goals, career paths and short-term targets and standards.</p> <ul style="list-style-type: none"> <li>Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the Department.</li> <li>Analyzing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures.</li> </ul> <p>Manages key processes, procedural and risk applications associated with the functionality by:</p> <ul style="list-style-type: none"> <li>Providing input to the annual budget requirements and recommending allocation of funds required to meet the needs of the Risk Management functionality.</li> </ul> <p>Manages the scope and procedural administrative requirements and reporting deadlines associated with the functionality by:</p> <ul style="list-style-type: none"> <li>Establishing priorities and approving administrative changes to be affected</li> </ul>	
--	--	--	--

<ul style="list-style-type: none"> <li>• Liaising with external auditors and Auditor General when required.</li> </ul>	<p>policies and procedures with respect to the management of risk management imperatives.</p> <ul style="list-style-type: none"> <li>• Making available documentation to substantiate reasoning for specific actions/decisions to the Audit and Risk Committee/ Chief Executive Officer/ Manager and/or Auditor General.</li> </ul> <p>Disseminates communication strategies on risk management aimed at creating awareness and/ or seeking acknowledgement by:</p> <ul style="list-style-type: none"> <li>• Disseminating information through publications and presentations outlining critical Audit and, Risk and Performance Management interventions, scope, and coverage.</li> <li>• Formulating and recommends guidelines to resolve audit issues, and conducting presentations/ workshops for management, council and the public.</li> <li>• Participating in Audit and Risk Committee and Audit Steering Committee with a view to interacting and contributing to discussions on the implementation of Audit &amp; Risk and Performance Management support strategies and constraints.</li> </ul>	

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
5.	INTERNAL AUDITOR  TWO (2) POST  SALARY GRADE: 007  EXTERNAL	OFFICE OF THE CEO  DIVISION: INTERNAL AUDIT REGULATOR	<p><u>Qualifications</u></p> <p>National Diploma in Internal Auditing.</p> <p><u>Experience:</u></p> <p>At least two to five (2-5) years' experience and at least one year should have served as an Intern</p> <p><u>Core description</u></p> <p>The successful candidate will be responsible for the following functions but not limited to:</p> <p>Ensures that audit work follows the norms and Global Internal Standards, and other standards set by IIA (SA);</p> <ul style="list-style-type: none"> <li>• Prepares working papers to substantiate the audit work performed on the assigned project.</li> <li>• Assesses the system of internal controls and identify possible weaknesses that do not mitigate the risks to report on.</li> <li>• Prepares finding and recommendations on the identified weaknesses on all projects for approval by the project manager.</li> <li>• Clear coaching notes raised on all project files and electronic working papers within the requested timeframes;</li> <li>• Ensures that audit work and evidence are properly documented within the</li> </ul>	<p><b>SUBMIT APPLICATION FORM/CV TO:</b></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: 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>

			<p>Internal Audit Management System as per the Internal Audit methodology, to substantiate the contents of the audit report;</p> <ul style="list-style-type: none"><li>• Obtains comments from the client related to the client satisfaction questionnaire; and</li><li>• Provides accurate and regular feedback to project leader and project manager on audit activities of the assigned projects.</li></ul>	
--	--	--	--	--

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
6.	<b>LEGAL &amp; COMPLIANCE OFFICER (CONTRACT)</b>  ONE (1) POST  SALARY GRADE: 006  <b>EXTERNAL</b>	<b>OFFICE OF THE CEO</b>  <b>DIVISION: LEGAL AND CONTRACTS</b>	<p><b>Qualifications:</b> Completed BCom Law / LLB degree Admitted Attorney</p> <p><b>Experience:</b> Three (3) to five (5) years relevant experience Knowledge of supply chain processes in local government will serve as an added advantage</p> <p><b>Framework:</b></p> <ul style="list-style-type: none"> <li>✓ Prepares considered high quality draft written communications such as correspondence, pleadings, legal memoranda, legal opinions and litigations.</li> <li>✓ Effective and appropriately advocates for the entity on complex SCM and Contract matters.</li> <li>✓ Identifies and evaluates risks involved in legal Contracts and SCM related issues.</li> <li>✓ Recommends appropriate course of action.</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>• Responsible for providing legal advice to the organization.</li> <li>• Close liaison to business in providing a variety of corporate and commercial legal services</li> <li>• Co-ordinates litigation and other legal, administrative or investigative actions</li> <li>• Draft, review, and negotiate contracts with public and private sector customers, including licensing agreements, professional services agreements, and cloud services agreements.</li> <li>• Advise on legal issues involving government and regulatory compliance.</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: 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>

			<ul style="list-style-type: none"><li>• Responds to ad hoc queries to include identification, analysis, and evaluation of risks to provide appropriate legal solutions.</li><li>• Works closely with other sections</li><li>• Demonstrates deep general commercial or functional knowledge of supply chain matters</li></ul> <p><b><u>Additional requirements:</u></b></p> <ul style="list-style-type: none"><li>• Excellent legal skills and business judgment in areas of responsibility</li><li>• Proficient writing skills.</li><li>• Computer literacy and skills</li><li>• Focus on legal ethics</li><li>• Valid driver's license</li></ul>	
--	--	--	---	--





POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
7.	SENIOR SECURITY OFFICER (INVESTIGATION)  TWO (2) POST  SALARY: 007  EXTERNAL	PERFORMANCE COMPLIANCE  DIVISION: SECURITY MANAGEMENT	<p><b>Qualifications:</b> Grade 12, Psira Grade A, National Diploma in Policing</p> <p><b>Experience:</b> Three to Five (3-5) years or more in conducting security investigations,</p> <p><b>Core description:</b></p> <p><b>The successful candidate will be responsible for the following functions but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Perform in-depth investigations into security incidents, breaches, thefts, frauds, or any other suspicious activities.</li> <li>• Collect and analyse evidence, including physical evidence, documents, digital data, and witness statements, to determine the cause and extent of the incident.</li> <li>• Collaborate with law enforcement agencies (SAPS/NPA, SSA etc. if required, to ensure proper handling of criminal cases.</li> <li>• Prepare comprehensive investigation reports, documenting the findings, analysis, and recommendations and submit to relevant stakeholder.</li> <li>• Maintain accurate records of investigative activities, including evidence collected, interviews conducted, and outcomes.</li> <li>• Conduct risk assessments to identify vulnerabilities, gaps, and potential threats to the organization's security.</li> <li>• Identify and recommend appropriate security measures, controls, and procedures to mitigate identified risks.</li> <li>• Develop and implement preventive measures, such as security awareness</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: 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>

		<p>programs, training sessions, and policies, to minimize the likelihood of security incidents.</p> <ul style="list-style-type: none"> <li>• Provide guidance and support to the organization on security best practices and standards.</li> <li>• Collaborate with cross-functional teams, including security personnel, HR, legal, and IT divisions, to gather information and support investigations.</li> <li>• Liaise with external stakeholders, such as law enforcement agencies, legal representatives, and insurance providers, to coordinate efforts and exchange relevant information</li> </ul> <p><b>Additional requirements:</b></p> <ul style="list-style-type: none"> <li>• Extensive knowledge of security protocols, investigative techniques, and legal regulations.</li> <li>• Proficiency in using various investigative tools, software, and technologies.</li> <li>• Strong analytical skills with the ability to gather, interpret, and evaluate complex information.</li> <li>• Excellent written and verbal communication skills, including the ability to write comprehensive reports and present findings to stakeholders.</li> <li>• Demonstrated ability to maintain confidentiality and handle sensitive information with discretion.</li> <li>• Sound judgment and decision-making skills, particularly in high-pressure situations.</li> <li>• Strong organizational skills and the ability to manage multiple investigations simultaneously.</li> <li>• Extensive knowledge of security protocols, investigative techniques, and legal regulations.</li> </ul>	
--	--	--	--

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
8.	SCM PRACTITIONER  ONE (1) POST  SALARY GRADE: 006  EXTERNAL	FINANCE  LOGISTICS, WAREHOUSING & DISPOSAL	<p><b>Qualifications</b></p> <p>A relevant three-years (3) tertiary qualification in SCM/Logistics/Procurement/Accounting and Computer Literacy MS Office.</p> <p><b>Experience:</b></p> <p>At least three to five (3-5) years within municipal environment</p> <p><b>Core description</b></p> <p>The successful candidate will be responsible for the following functions but not limited to:</p> <ul style="list-style-type: none"> <li>• Ensure that procedural requirements are interpreted and implemented to enable consistent application of the Supply Chain Management Policy and processes in order to promote quality and fairness and that all strategic goals and objectives are implemented and adhered to.</li> <li>• Ensure complete planning process to ensure effective service delivery and adherence to the budget and demand planning; and to ensure the municipality receives value for money in increasing efficiencies and reducing costs.</li> <li>• Ensure a complete planning process is in order to ensure effective service delivery and adherence to the budget. Ensure that correct procedures are followed and to ensure safe record keeping.</li> <li>• Ensure that all issues addressed are communicated properly to all role players and good governance, ethics</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: 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>

				<ul style="list-style-type: none"> <li>• and values in Supply Chain Management are adhered to.</li> <li>• Ensure that Supply Chain Management Policies are adhered to, and the conditions enforced and to comply with the regulatory framework to ensure proper implementation</li> <li>• Ensure that all audit related matters are attended to and that where necessary, remedial action is taken and instituted, and that supply chain management procedures and</li> <li>• processes are aligned to agreed audit outcomes.</li> <li>• Ensure best practice processes are implemented, and interdepartmental issues are addressed immediately.</li> <li>• Provide support and advice to management by ensuring the maintenance of accurate information for decision making purposes.</li> <li>• Ensure that accurate and relevant advice is provided and adhered to.</li> <li>• Ensure procurement of goods and services; as well as construction projects are in line with applicable legislation.</li> <li>• Ensure compliance with legislative framework and requirements and to enhance the operational efficiency and effectiveness of the supply chain management processes and procedures.</li> <li>• Ensure processes and procedures are established to enable planning and alignment of outcomes to meet critical functional objectives.</li> <li>• Ensure retrospective analysis of the supply chain management system linked</li> </ul>	
--	--	--	--	--	--

		<p>to regulatory reports and submissions on the implementation of the supply chain management policy.</p> <ul style="list-style-type: none"> <li>• Ensure an effective contract management process in terms of SCM policy. Failure to ensure that above will lead to non-compliance and may lead to disciplinary proceedings if services is not of good quality and necessary control measures was not implemented to ensure performance.</li> <li>• Ensure accurate information are provided for management purposes.</li> <li>• Ensure and monitor laid down policies, reporting requirements and best practice procedures are complied with. To ensure an effective reporting as required by National Treasury.</li> <li>• Ensure that necessary processes are followed to address the above.</li> <li>• Ensure positive relationships are maintained by contributing to the efficiency and effectiveness of the functionality to support specific requirements and outcomes.</li> <li>• Ensure human resources needs are identified and attended to, supporting the accomplishment of laid down objectives and compliance with specific standards in terms of productivity and performance.</li> <li>• Ensure that the health and safety requirements are adhered to as per the prescribed regulations.</li> </ul>	
--	--	--	--

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
9.	<b>MANAGER: BILLING</b>  ONE (1) POST  SALARY: 003  EXTERNAL	<b>FINANCE</b>  <b>DIVISION: REVENUE MANAGEMENT</b>	<p><b>Qualifications</b></p> <p>A bachelor's degree in financial management or accounting</p> <p><b>Experience:</b></p> <p>Eight or more years of relevant experience in Financial Management at management level in a local government Finance environment. Knowledge of local government legislation and revenue management practices. Of which 2 years must be on a supervisory level.</p> <p><b>Core description</b></p> <p>The successful candidate will be responsible for the following functions but not limited to:</p> <ul style="list-style-type: none"> <li>Defining policy and the interpretation of Ordinances and Statutes to subordinates on matters about the division by explaining their meaning to ensure compliance and implementation.</li> <li>Analysing and allgning operating capacity and capabilities of the Division to deliver against specific key performance areas;</li> <li>Evaluating the strengths, weaknesses, opportunities, and threats arising from the operational activities and deliverables. Reporting same for perusal of the General Manager.</li> <li>Preparing and presenting reports relating to the status of the entity's revenue programme and statistics to the General Manager for submission to the Chief</li> </ul>	<p><b>SUBMIT APPLICATION FORM/CV TO:</b></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: 051 - 412 2629 / 2626/ 2630</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>Financial Officer in order to ensure to ensure that proper actions and recommendations are made timeously on information submitted.</li> <li>Authorizing Nersa-approved tariffs captured on the system;</li> <li>Monitoring the application of tariffs on accounts to correct approved tariffs as per the applicable tariffs policy;</li> <li>Analysing the accounting records/entries to ensure that the billed revenue is properly recorded and accounted for;</li> <li>Monitoring the accuracy of accounts rendered to consumers and the provision thereof timeously;</li> <li>Monitoring the stand synchronization process in the billing database;</li> <li>Monitoring consumption patterns of meters and escalation of meters standing still to the metering division for an investigation to reduce revenue losses;</li> <li>Coordinating activities relating to billing with specific departments i.e. metering, and tariff divisions.</li> <li>Monitoring the opening and closing of consumer accounts and payment of appropriate deposits by applicants.</li> <li>Monitoring the entity's bank accounts for proper and timely allocation of cash received;</li> <li>Monitoring of the timely addition and removal of meters in the system.</li> <li>Analysing accounting records and approving the processing of adjustments through journal entries, reconciliation and posting of revenue to the sub-ledger.</li> </ul>	
--	--	--	--

			<ul style="list-style-type: none"> <li>• Providing management comments and responses to audit queries relating to revenue.</li> <li>• Developing appropriate customer relations management procedures, systems and processes aligned to approved policies;</li> <li>• Monitoring the dissemination of correct information regarding the services offered by the entity;</li> <li>• Contributing to the upliftment of service delivery through offering quality services at the counter;</li> <li>• Instilling good customer care practices at the services counter (a "can do" attitude, prepared to help customers willingly and positively);</li> <li>• Portraying a good image of the entity through appropriate customer service practices;</li> <li>• Promoting a welcoming environment where colleagues, clients and customers receive great service.</li> <li>• Implementing controls to monitor debtor accounts according to approved policies and procedures as well as applicable legislation;</li> <li>• Directing the debtor transactional processing sequences, attending to approval requirements for settlement provisions, updating and reporting on the status of the entity's collection progress and debt book;</li> <li>• Monitoring the debtor's age analysis to determine progress with recovery and/or seeking reasons for non-compliance;</li> <li>• Analyzing the debt book to identify debits that need to be handed over for legal processes as per the Credit Control</li> </ul>	
--	--	--	--	--



			<ul style="list-style-type: none"><li>• Policy and identifying irrecoverable debts; • Preparing motivation reports for irrecoverable debt that needs to be written off for approval.</li></ul>	
--	--	--	--	--



POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
10.	ASSISTANT ACCOUNTANT  ONE (1) POST  SALARY GRADE: 007  EXTERNAL	FINANCE  DIVISION: COUNTER SERVICES	<p><b>Qualifications</b></p> <p>National Diploma in Accounting, Finance or Diploma in Municipal Finance Management</p> <p><b>Experience:</b></p> <p>At least two to three years (2-3) of relevant experience in a local municipal environment and knowledge of local government legislation</p> <p><b>Core description</b></p> <p>The successful candidate will be responsible for the following functions but not limited to:</p> <ul style="list-style-type: none"> <li>Assist customers with the computation of the deposit payable on opening accounts as per policies.</li> <li>Assist customers with the completing all compulsory information required by the application forms for installation, termination, variation of service, or even on arrangements for settling overdue accounts to ensure that the required information is complete.</li> <li>Opening new accounts and ensuring that proper documentation accompanies the application forms.</li> <li>Processing of applications for refunds and ensuring that proper documentation accompanies the application for refunds.</li> <li>Assist customers with all queries on accounts and escalate same to relevant divisions for execution.</li> <li>Monitor the progress of customer queries and provide regular updates and feedback to customers on the progress regarding their queries.</li> <li>Assist with telephonic inquiries.</li> </ul>	<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>Telephonic Enquiries: 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>

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
11.	ACCOUNTANT  ONE (1) POST  SALARY GRADE: 006  EXTERNAL	FINANCE  DIVISION: PAYROLL SERVICES	<p><b>Qualifications</b></p> <p>A relevant 3-year tertiary qualification, preferably National Diploma or B Com with financial accounting as a major subject.</p> <p><b>Experience:</b></p> <p>At least three to five (3-5) years relevant experience within municipal environment. Knowledge of municipal administration. Knowledge of GRAP Financial Statements. Understanding of local government environment.</p> <p><b>Core description</b></p> <p>The successful candidate will be responsible for the following functions but not limited to:</p> <ul style="list-style-type: none"> <li>• Payroll and salary administration.</li> <li>• Monthly salary payments.</li> <li>• Allocate and implement Salary packages.</li> <li>• Implement third party payments and statutory deductions.</li> <li>• Monitor compliance of staff to the time and attendance system and procedures.</li> <li>• Ensure effective IRP 5 administration.</li> <li>• Administration of the overtime payments.</li> <li>• Ensure effective functioning of the payroll system.</li> <li>• Handle salary related enquires.</li> <li>• Ensure liaison and communication with external and internal stakeholders.</li> <li>• Provide reports on the functioning of the section according to management requirements.</li> </ul>	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> Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630  <b><u>PLEASE DO NOT SEND TO ALL EMAILS</u></b>  <b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b>

			<p><b><u>Additional Requirements</u></b></p> <ul style="list-style-type: none"><li>• Computer literate.</li><li>• Ability to communicate and negotiate at all levels of government and with all relevant stakeholders.</li><li>• Good thinking and interpersonal skills.</li><li>• Attention to detail.</li></ul>	
--	--	--	---	--



POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
12.	<b>STOREMAN</b> TWO (2) POSTS Salary Grade: 012/010 <b>EXTERNAL</b>	<b>FINANCE</b> <b>DIVISION: LOGISTICS, WAREHOUSING &amp; DISPOSAL</b> <b>ELECTRICAL STORES</b> <b>METERING STORES</b>	<p><b>Qualifications:</b> Grade 12 Computer Literacy (MS Office)</p> <p><b>Experience:</b> Two to Five (2-5) years relevant experience</p> <p><b>Core description</b></p> <p>The successful candidate will be responsible for the following functions but not limited to:</p> <ul style="list-style-type: none"> <li>• Ensure stock receipting and movement IS controlled in accordance with laid down procedure to prevent unaccounted for losses and shrinkage.</li> <li>• Ensure human resources needs are identified and attended to, supporting the accomplishment of laid down objectives and compliance with specific standards in terms of productivity and performance.</li> <li>• Ensure administrative recordkeeping and reporting requirements and deadlines are adhered to and information made available to support the resolution of queries prior to processing supplier invoices.</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>
<p align="center"><b>PLEASE DO NOT SEND TO ALL EMAILS</b></p> <p align="center"><b>CERTIFIED COPIES OF QUALIFICATIONS</b> <b>MUST BE INCLUDED</b></p>				

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
13.	SNR SCM PRACTITIONER  ONE (1) POSTS  SALARY GRADE: 005  EXTERNAL	FINANCE	<p><b>DIVISION: DEMAND AND ACQUISITION</b></p> <p><b>Qualifications:</b>            Grade 12, Bachelor's Degree or BTech/National Diploma in Business/Financial Management, Logistics, Supply Chain Management, Purchasing Management, or relevant Valid Code B driver's license (manual vehicle), Computer Literacy. It will be expected from the successful candidate to enroll for the Minimum Competency Level training in terms of the Municipal Regulations on Minimum Competency Levels, GN R493 of 2007.</p> <p><b>Experience:</b>            Five to Eight year's relevant experience across SCM processes including 2 years of supervisory experience.            Knowledge of Procurement and relevant legislation governing Supply Chain Management            High level of responsibility, attention to detail and the ability to work under pressure .</p> <p><b>Core description:</b>            The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> <li>• Coordinate activities and procedures associated with monitoring personnel</li> <li>• Receive Collaborator requests for new tenders from different departments, allocate tender numbers and capture details in the tender register</li> <li>• Register requisition on Collaborator for the placement of the advertisement</li> <li>• Open tender box and bids: upload tender results on the Municipality's website after closure of tender</li> <li>• Administer bid evaluation committee report for the Bid Adjudication Committee</li> </ul>	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> Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <b>PLEASE DO NOT SEND TO ALL EMAILS</b> <b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b>

		<ul style="list-style-type: none"> <li>• Link requirements with available budgets, facilitate all bidding processes and apply demand management system and procedures</li> <li>• Ensure that the process complies with the Policy and relevant legislation, and report irregularities</li> <li>• Update tender register, handle enquiries and price increases on tenders</li> <li>• Administer reporting sequences •</li> <li>• Compile yearly procurement plans of the different departments</li> <li>• Arrange and attend Bid Evaluation Committee meetings</li> <li>• Check Bid Evaluation Committee Report of the Bid Adjudication Committee</li> <li>• Handle queries and objections</li> <li>• Ensure all information is recorded and kept correctly for auditing purposes</li> <li>• Update tender register</li> <li>• Handle queries from departments, bidders and consultants</li> <li>• Interact and communicate with service providers and internal departments</li> <li>• Attend to specific administrative recording and reporting requirements</li> <li>• Attend to specific support applications with respect to the communication of procedural information</li> </ul>	
		<p><b><u>Other Requirements</u></b></p> <p>Required to work overtime after normal office hours.</p>	

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
14.	<b>BID OFFICER</b>  ONE (1) POSTS  <b>SALARY GRADE: 008</b>  <b>EXTERNAL</b>	<b>FINANCE</b>  <b>DIVISION: LOGISTICS, WAREHOUSING &amp; DISPOSAL</b>	<p><b>Qualifications:</b></p> <p>NQF Level 6 Qualification in Supply Chain Management/Accounting/Logistics. Certificate in Municipal Financial Management Programme as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 will be an added advantage.</p> <p><b>Experience:</b></p> <p>A minimum of one to two (1-2) years' experience in Supply Chain Management or related field, knowledge and understanding of administrative and procurement procedures. Knowledge of the MFMA, SCM Framework, SCM Guide for Accounting officers, PPPFA Regulations, National Treasury Regulations (NTR) and relevant Circulars. Knowledge of MS Word, Power Point &amp; Excel. Working extended hours are essential as and when required.</p> <p><b>Core description:</b></p> <p>The successful candidate will be responsible for the following functions but not limited to:</p> <ul style="list-style-type: none"> <li>• Maintaining the bid register</li> <li>• Mentoring and Coaching interns;</li> <li>• Ensuring safeguarding of all Bid files;</li> <li>• Preparing and issue unsuccessful letters; Preparing BEC submissions and BAC resolutions;</li> <li>• Filing of all minutes, submissions, and resolutions;</li> <li>• Verify tax matters of bidders on CSD or SARS website;</li> <li>• Taking minutes of all bid meetings held (BSC, BEC and BAC); and Timeous distribution of BEC recommendation packs to BAC members;</li> <li>• Preparing and issue Letter of Award/Appointment to successful bidder(s)</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: 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>



- The role will be responsible for ensuring that all bids issued are in line with the approved Supply Chain Management Policy and other key pieces of legislation.
- Advertising approved specification by the bid specification committee in the newspapers, E-tender portal, CIDB, municipal notice boards and the municipal website
- Preparing bid documents in line with the approved SCM and Preferential Procurement policies.
- Issue bid documents to prospective bidders and maintain Bid issue register

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
15.	STORE ASSISTANT  TWO (2) POSTS  SALARY GRADE: 015  EXTERNAL	FINANCE  DIVISION: LOGISTICS, WAREHOUSING & DISPOSAL	<p><b>Qualifications:</b> Grade 12 Computer Literacy (MS Office)</p> <p><b>Experience:</b> One to three (1-3) years related experience.</p> <p><b>Core description:</b> The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> <li>• Ensure stock receiving and movement IS controlled in accordance with laid down procedure to prevent unaccounted for losses and shrinkage.</li> <li>• Ensure human resources needs are identified and attended to, supporting the accomplishment of laid down objectives and compliance with specific standards in terms of productivity and performance.</li> <li>• Ensure administrative recordkeeping and reporting requirements and deadlines are adhered to and information made available to support the resolution of queries prior to processing supplier invoices.</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: 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>

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
16.	<b>ENGINEERING ASS/SN/R/FIRST</b>  <b>TWO (2) POSTS</b>  <b>SALARY GRADE: 008//007//006</b>  <b>EXTERNAL</b>	<b>ENGINEERING RETAIL</b>  <b>DIVISION: TRADING SERVICES</b>	<p><b>Qualifications:</b> National Diploma in Electrical Engineering (Heavy current).</p> <p><b>Experience:</b> Three to Five (3-5) years experience in the Electrical distribution environment.</p> <p><b>Core description:</b> The successful candidate will be responsible for the following functions but not limited to:</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>• Analyse the Power Quality data from the instruments and produce reports on the Quality of Supply monthly</li> <li>• Analyse 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> <li>• Assist with restoration of any communication issues regarding the power quality instruments</li> </ul>	<p><b>Submit Application Form/CV to:</b> 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: 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>

			<ul style="list-style-type: none"><li>• Supplying the Finance Department with the necessary assistance and technical assistance.</li><li>• Receiving and handling of bulk metering complaints received from the Automated Meter Reading Systems.</li><li>• Inspection of existing Bulk Meter installations.</li><li>• Commissioning of new installations and quality of supply installations</li><li>• Managing and administering bulk meter connections</li><li>• Provide Support regarding meter reading software fault conditions</li></ul> <p><b><u>Additional Requirements:</u></b></p> <ul style="list-style-type: none"><li>• Computer Literacy: MS Office</li></ul>	
--	--	--	---	--

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
17.	<b>MANAGER: ORGANIZATIONAL PERFORMANCE</b> ONE (1) POST  <b>SALARY GRADE: 003</b>  <b>EXTERNAL</b>	<b>PERFORMANCE AND COMPLIANCE</b>  <b>DIVISION: COMPLIANCE</b>	<p><b>Qualifications:</b> Grade 12 and bachelor's degree in business administration or a related field.</p> <p><b>Experience:</b> Six or more years in a performance monitoring and evaluation environment. Of which 2 years must be on a supervisory level.</p> <p><b>Core description:</b> The incumbent of this post will be responsible for:</p> <ul style="list-style-type: none"> <li>• Coordinate the development of the Strategic, Operational SDBIP for the entity</li> <li>• Review the SDBIP for alignment purposes with the IDP and Business Plan.</li> <li>• Ensure the KPI are meet the SMART principle</li> <li>• Review POE files for various directorates and sign the checklist.</li> <li>• Discuss monthly performance with the relevant directorates.</li> <li>• Review monthly/quarterly performance reports</li> <li>• Review the APR schedule for submission for the EM: Compliance and Performance.</li> <li>• Coordinate and assist in the development of the APR.</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: 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>

- Prepare necessary documentation for the procurement of service provider for the Editing, Proof reading and print of the APR.
- Review the draft APR before submission to the EM: Compliance and Performance.
- Develop and deliver organisational performance training programs to educate employees on performance policies.
- Provide ongoing guidance and support to directorates regarding performance-related matters.
- Develop budget for the division and submit to GM: Compliance and Performance.
- Monitor the performance of the budget through the monthly financial balance.
- Develop the adjustment budget and submit to GM: Compliance and Performance.

**Additional Requirements:**

- Proven experience in performance monitoring and evaluation management, preferably in a utility or energy sector.
- Strong analytical and problem-solving skills with the ability to interpret complex data.
- Excellent communication and presentation skills, with the ability to convey information to diverse audiences.
- Familiarity with utility industry regulations and compliance requirements.
- Ability to collaborate effectively with cross-functional teams and build strong relationships.
- Detail-oriented with strong organizational and time management skills.

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
18.	HEAVY VEHICLE DRIVER  ONE (1) POST  SALARY GRADE: 015/013  EXTERNAL	ENGINEERING WIRES  DIVISION: PRIMARY PLANT MAINTENANCE	<ul style="list-style-type: none"> <li>• Self-motivated and able to work independently while managing multiple</li> </ul> <p><u>Qualifications:</u> Grade 10 certificate, Code EC drivers' license with valid PDP</p> <p><u>Experience:</u> 5 years' experience Six months on the job training</p> <p><u>Core description:</u></p> <ul style="list-style-type: none"> <li>• To transport all equipment and material.</li> <li>• To Transport and supervise subordinate allocated to him / her. Supervise the work and operations of the team.</li> <li>• Maintains truck log according to CENTLEC's policies.</li> <li>• Keeps record of materials and products transported.</li> <li>• Ensure that load on vehicle is properly secured and tie-down. Positions blocks and ties down rope around items to secure cargo for transport.</li> <li>• Operates equipment on vehicle to load, unload, or disperse cargo or materials.</li> <li>• To clean dustbins, weed and rubbish from premises.</li> <li>• Supervise digging of pole holes, joint holes, and trenches.</li> <li>• To transport generator to various sites</li> </ul>	<p>Telephone Enquiries: 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>

		<p>where it is needed. (Horse and Trailer.)</p> <ul style="list-style-type: none"> <li>• Must work standby after hours.</li> </ul> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• Must be bilingual.</li> <li>• Must be able to read and write.</li> </ul>	
--	--	---	--

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
19.	ENGINEER//SNR//FIRST  TWO (2) POST  SALARY GRADE: 006//005/004  EXTERNAL	ENGINEERING WIRES  DIVISION: DEVELOPMENT	<p><b>Qualifications:</b> BSc/B.Eng in Electrical Engineering, Heavy Current and eligibility for registration as Pr Eng.</p> <p><b>Experience:</b> Three to Five (3-5) years' experience relevant experience</p> <p><b>Core description:</b></p> <ul style="list-style-type: none"> <li>• To analyze and assess the network performance from the load profiles</li> <li>• To implement strategic upgrading and extensions of the electrical networks to suit the current and future demands.</li> <li>• The evaluation of designs and specifications for all new, as well as upgrading of existing electrical infrastructure</li> <li>• Ensuring the implementation of an approved CAPEX and OPEX program to ensure reliability, availability, and capacity of the electrical infrastructure.</li> <li>• Draft and update the network development plans and the electrical master plans.</li> <li>• To ensure that the network standards and requirements per license and legislation are</li> </ul>	<p><b>SUBMIT APPLICATION FORM/CV TO:</b></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: 051 - 412 2629 / 2626/ 2630</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>• met</li> <li>• Ensure the network development plan and electrical master plans are compiled and updated.</li> <li>• Participating in the meetings and conducting presentations to the stakeholders, sponsors, and role players on the electricity distribution network</li> <li>• Managing the different software/applications required for the analysis of the network profiles and simulations</li> <li>• To identify, capture, communicate the network development plans that are required for expansion and upgrading purposes.</li> <li>• Leading investigations that have to be done after incidents to determine the cause, and to report to the Manager: Development regarding findings.</li> <li>• Ensuring that strategies and procedures are implemented to ensure best engineering practices that conform to safety and technical standards.</li> <li>• Lead and direct staff placed under his/her supervision to enable them to meet the set objectives and manage their performance.</li> <li>• Ensuring that administration and records management are effectively performed</li> <li>• Ensure that all personnel under his/her supervision perform within the conditions of Employment.</li> <li>• Ensure that all assets under his/her control are utilized correctly, according to regulation and according to policy</li> <li>• To investigate the weaknesses in the network, assist other role players whilst leading the assignments articulated by the management and mentoring others.</li> </ul>	
--	--	---	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

- Implement the sub-directorates policies and procedures
- Manage the subordinates and ensure that there is compliance in respect of HR policies
- Mentor others including those who are in training
- Identify the training needs in the workplace
- To ensure that there is continuous development amongst the staff members and management

**Additional Requirements:**

- Computer Literacy: MS Office

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
20.	<b>SENIOR SECURITY OFFICER (PROTECTION SERVICES)</b>  ONE (1) POSTS  <b>SALARY GRADE: 007</b>  <b>EXTERNAL</b>	<b>PERFORMANCE AND COMPLIANCE</b>  DIVISION: <b>MANAGEMENT</b>  <b>SECURITY</b>	<b>Qualifications:</b>  Grade 12 Certificate or equivalent/ National Diploma/Bachelor's degree in Policing or related field at NQF level 7, Metro Police Diploma (Basic training qualification) added advantage, Firearm Proficiency and No criminal record, Code B driver's license.  <b>Experience:</b>  Five to Eight (5-8) years or more relevant experience, of which 2 years should be at supervisory level.  <b>Core description:</b>  The successful candidate will be responsible for the following functions but not limited to: <ul style="list-style-type: none"> <li>• Giving regular feedback to the staff on progress made by the Section in achieving the Directorate's strategic goals and any other Citywide changes.</li> <li>• Influencing a positive culture that supports both the Sub-Directorate and Directorate's strategy through applicable leadership styles.</li> <li>• Ensuring effective Safety and security planning and coordination for identified and approved major and special events.</li> <li>• Ensure effective management of the provision of technical support in securing major and special events.</li> </ul>	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>  Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630  <b>PLEASE DO NOT SEND TO ALL EMAILS</b>  <b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b>

		<ul style="list-style-type: none"> <li>• Ensuring effective assessment and confirmation of imminent threats.</li> <li>• Ensuring effective management of the day-to-day administration of all aspects relating to the programmes of all VIPs and special protection operations.</li> <li>• Ensuring effective maintenance of VIPs' profiles, databases and other related systems.</li> <li>• Ensuring effective leadership the rendering of static and mobile protection service to all identified VIPs, which includes the static protection of a VIP at venues, his or her office where the VIP performs an official function</li> <li>• Conducting appraisals to measure performance and objective accomplishments against agreed targets and reviewing goals and setting new objectives</li> <li>• Analysing service delivery trends and capacity against new service delivery requirements.</li> <li>• Establishing and preparing budget requirements for the delivery of the Section programmes and projects.</li> <li>• Analysing service delivery trends and capacity against new service delivery requirements.</li> <li>• Determining new Section's projects and implementation costs in line with the Sub-Directorate's new or revised operational goals.</li> <li>• Ensuring the incorporation of all Section's programmes, projects and budget into the Sub-Directorate's tactical and operational plan.</li> <li>• Defining or adjusting the Section's KPA's, KPI's and Targets in line with the Sub-Directorate's Scorecard and service delivery requirements.</li> <li>• Facilitate the adoption and signing performance agreements (scorecards) within the Section.</li> <li>• Ensuring that Section's business functions and process are clearly defined for the achievement of the Directorate and Office of the Chief Executive Officer's strategic goals;</li> </ul>

		<ul style="list-style-type: none"> <li>• Facilitating and managing the organisational structure development/amendment process for the Section.</li> <li>• Coordinating the updating/development job descriptions of every function on the Section's structure in line with most recent function and processes requirements.</li> <li>• Manpower Planning - Determining the required talent, staffing levels, tools of trade and applicable systems for the implementation of organisational VIP Protection interventions</li> <li>• Preparing and submitting motivation reports to the Director for the filling of vacancies and procurement of applicable tools trade and systems for the Section.</li> <li>• Recruitment and selection - Participating in the recruitment and selection of suitably qualified personnel for the Section.</li> <li>• Performance Appraisals – Leading and facilitating the performance appraisal process within the Section</li> <li>• Reward and Recognition – Implementing the reward and recognition system in line with the CoJ Performance Management System and Remuneration Policies and other applicable</li> <li>• Communicating to the staff clear goals and objectives of the Section in line with the Directorate, Department goals and objectives.</li> <li>• Implementing transformation interventions within the Section.</li> <li>• Utilising effective communication channels to keep staff in the Section informed about the Directorate and the Department strategic direction and changes</li> <li>• Monitoring conduct and performance of staff an implementing applicable HR policies and procedures to institute corrective measures through consultation processes to address deviations from set performance standards and;</li> </ul>
--	--	--

- Addressing workplace conflict/conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures.
- Assess the adequacy of the control measures with respect to the effective management of assets within the Section.
- Ensure that the CENTLEC's supply chain management processes and policies are adhered to in the acquisition of the Section's assets.
- Ensure that all the acquired Section's assets are captured in the CENTLEC's asset register.
- Ensure regular updates the Section's asset register.
- Ensure appropriate asset allocation and utilisation within the Section.
- Monitor the life-cycle of all assets within the Section.
- Monitor the validity of contracts and insurance of all acquired assets within the Section.
- Recommend disposal/reuse of assets that have already reached their full life's span.
- Attending the Directorate, Department and Cluster applicable management meetings.
- Attending applicable external stakeholder meetings and conferences.
- Managing effectiveness of the staff meetings and proper filling of the Section's information.
- Ensuring the availability of required resources for the smooth day-to-day running of the Section operations
- Managing the Section's leave, attendance register and activity reporting.
- To set up mechanisms for monitoring, evaluating and diagnosing the root cause for query resolution blockages
- Facilitate and manage the Section's project and performance reporting.

			<p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• Knowledge on the local government environment</li> <li>• Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks governing the function.</li> <li>• In-depth knowledge of VIP Protection principles, techniques &amp; tools and how they can be practically applied.</li> <li>• Principles of Services Protection</li> <li>• Knowledge on Corporate Governance</li> <li>• Knowledge of principles and practices of municipal organization, administration and personnel management</li> </ul>	
--	--	--	---	--

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
21.	<b>PROTECTION OFFICER (PROTECTION SERVICES)</b>  SIX (6) POSTS  <b>SALARY GRADE: 008</b>  <b>EXTERNAL</b>	<b>PERFORMANCE AND COMPLIANCE</b>  <b>DIVISION: SECURITY MANAGEMENT</b>	<p><u>Qualifications:</u></p> <p>Grade 12, Grade C PSIRA registration/National Certificate close Protection (SAQA 58696)/Diploma in Police, Code E, B driving license, Valid competency certificate in the handling of the firearm, Advanced Driving Courses with accredited institutes.</p> <p><u>Experience:</u></p> <p>Three to Five (3-5) years of relevant experience in VIP Close Protection either in Public and/or Private Sector. Advance Close Protection firearm training will be added as advantage.</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>• Performs activities/tasks associated with specific travel requirements for the principal, by</li> <li>• To provide protection to the assigned threatened principals. Conduct threat and risk assessments on the identified CENTLEC employees. Conduct safety route plan before each operation. Engage with the threatened principal venue before commencing of any of any assignment. Conduct security appraisals for threatened principal. Protect threatened principal from threats of physical violence. Ensure that the route used by the threatened principal and the places where the vehicle is parked are safe and secured all the times. Build and maintain working relations with</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: 051 - 412 2629 / 2626/ 2630</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>



- stakeholders. Coordinate security with all security stakeholders for safety of the protected CENTLEC employees. Participate in security coordination for the organisation during CENTLEC events.
- Communicating with the Executive Secretary/Personal Assistant in respect of the programme/schedule of meetings.
- Identifying with locations and venues and establishes routes, taking into consideration risk/safety aspects.
- Checking specific safety requirements have been complied with prior to departure and using designated routes to specific locations/ venues and conducting inspections of premises, prior/on the arrival of the principal.
- Conducting inspections to determine the safety status of principal, remaining constantly alert to react to any threatening situation as well as paying attention to every detail or movement around the principal.
- To ensure risk issues are assessed and precautionary measures understood enabling the principal to undertake specific obligations and appointments.

**Additional Requirements:**

- Knowledge on the local government environment
- Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks governing the function.
- In-depth knowledge of VIP Protection principles, techniques & tools and how they can be practically applied.
- Principles of Services Protection

		<ul style="list-style-type: none"> <li>• Knowledge on Corporate Governance</li> <li>• Knowledge of principles and practices of municipal organization, administration and personnel management</li> </ul>	
--	--	---	--

**TOTAL POSITIONS: 39**

APPROVED: 

**CHIEF EXECUTIVE OFFICER**

DATE: 2025/02/14