



CENTLEC

REG NO 2003/011612/30

CENTLEC (SOC) LTD

ADVERTISE EXTERNAL VACANCY BULLETIN – NO. 04/2023

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 COST ASSOCIATED WITH AN APPLICATION WILL BE BORNE BY THE APPLICANT.**

CENTLEC (SOC) Ltd is an equal opportunity Employer, therefore will take into consideration the objectives of Sec, 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108/1996) and the Employment Equity Act, 1998 (Act 55/1998) in filling of these vacancies. The Entity is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Entity. It is the Entity's intention to promote equity in terms of race, gender, and disability through the filling of these positions with a candidate whose transfer/promotion/appointment will promote representativity in line with the numerical targets as contained in the Employment Equity Plan.

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 **6th October 2023 @ 16H00. PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.**

Please note that if you do not receive any correspondence from this organisation, regarding your application, within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful. **CENTLEC RESERVES THE RIGHT NOT TO FILL ANY OF THESE ADVERTISED POSTS. PLEASE NOTE THAT 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 **91 positions.**

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/ CV TO:
1.	MANAGER: LEGAL AND CONTRACTS ONE (1) POST SALARY GRADE: 003 EXTERNAL	OFFICE OF THE CEO DIVISION: LEGAL AND CONTRACTS	<p>Qualifications:</p> <p>B. Degree in law or LLB</p> <p>Experience:</p> <p>Minimum eight (8) years' experience in Legal field of which two (2) years must be at supervisory level. Strong management and leadership skills.</p> <p>Core description:</p> <p>The successful candidate will be responsible for the following functions and not limited to:</p> <ul style="list-style-type: none"> • Provide legal advice/opinions to Exco on legal matters. • Interpret situation and contextual issues and research relevant topics to enable preparation of legal documents • Ensure that Exco complies with all applicable legislation • Prepare and manage CENTLEC (SOC) LTD's legal documents • Review and provide legal advice on tender documents • Review ongoing cases and advise Management accordingly • Liaise with the relevant department to ensure that where legal risks have been identified, appropriate courses of action have been taken • Provide interpretations of legal information • Review and advise Management on the legal implications of internal policies and procedures • Review and draft contracts, agreements and internal policies and by-laws and ensure that they are in compliance with all statutory or legal requirements • Manage all civil cases instituted against the CENTLEC (SOC) LTD 	Human Resources Management Private Bag X14 Bloemfontein 9300 30 Rhodes Avenue Oranjesig Bloemfontein 9301 Telephonic Enquiries: 051 – 412 2629 / 2630 Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za

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CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

Strategic roles:

- Analysing trends, operating requirements and forward plans to establish/determine funding/expenditure for the period and compiling the Section's operating and capital budget for inclusion in the Sub-directorate's budget.
- Evaluating and presenting reports to the immediate superior detailing the Sub-directorate's performance against specific measures.
- Monitoring and implementing corrective measures to rectify deviations/acts contrary to financial regulations, audit requirements and Sub-directorate's procedures.

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
2.	<p>LEGAL AND COMPLIANCE PRACTITIONER – SUPPLY CHAIN SUPPORT</p> <p>ONE (1) POST</p> <p>Salary Grade: 006</p> <p>EXTERNAL</p>	<p>OFFICE OF THE CEO</p> <p>INTERNAL AUDIT</p> <p>INTERNAL AUDIT REGULATORY DIVISION</p>	<p><u>Qualifications:</u></p> <p>B. Degree in law, LLB will serve as an advantage</p> <p><u>Experience:</u></p> <p>Minimum five (5) years' experience in Legal field.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> ✓ Take primary responsibility for correspondence, pleadings, legal memoranda, legal opinions and legislations. ✓ Prepare documents with minimal review. ✓ Demonstrate effective oral presentation skills for discrete topics and issues. <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"> • Responsible for providing legal advice to the organization. • Close liaison to business in providing a variety of corporate and commercial legal services • Co-ordinates litigation and other legal, administrative or investigative actions • Draft, review, and negotiate contracts with public and private sector customers, including licensing agreements, professional services agreements, and cloud services agreements. • Advise on legal issues involving government and regulatory compliance. • Responds to ad hoc queries to include identification, analysis, and evaluation of risks in order to provide appropriate legal solutions. • Works closely with other sections 	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: employ1@centtec.co.za or employ2@centtec.co.za or employ3@centtec.co.za</p> <p>PLEASE DO NOT SEND TO ALL EMAILS</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>

		<ul style="list-style-type: none">• Demonstrates deep general commercial or functional knowledge of supply chain matters <p><u>Additional requirements:</u></p> <ul style="list-style-type: none">• Excellent legal skills and business judgment in areas of responsibility• Proficient writing skills.• Computer literacy and skills• Focus on legal ethics• Valid driver's license	
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
3.	<p>SENIOR SECRETARY ONE (1) POST <u>SALARY GRADE: 008</u></p> <p>EXTERNAL</p>	OFFICE OF THE CEO	<p><u>Qualifications:</u> A Grade 12 certificate, Secretarial Diploma or Business Admin or National Diploma in Office Management and Technology</p> <p><u>Experience:</u> Five (5) years' experience as a Secretary.</p> <p><u>Core description:</u> The successful candidate will be responsible for the following functions and not limited to:</p> <p>Manage the CEO's diary to ensure the efficient functioning of the office, by</p> <ul style="list-style-type: none"> ✓ analysing and verifying requests for meetings and appointments; ✓ verifying availability of role players; ✓ schedule appointments; ✓ following up on appointments and rescheduling where necessary; ✓ informing the relevant role players of meetings; arranging refreshments for meetings and the office of the CEO. <p>Type and file documentation for the office of the CEO in order to ensure a professional finish of all documents leaving the directorate by:</p> <ul style="list-style-type: none"> ✓ gathering information, sorting and prioritizing work that must be typed; ✓ determining the format / programs that will give the best result; ✓ proof reading documents and elimination errors; ✓ arranging for signature and giving feedback to the EM: Wires; ✓ filing all documents for future use. <p>Handle telephonic, personal and written enquiries to the CEO office to ensure sound administration, by:</p> <ul style="list-style-type: none"> ✓ determining whether it is relevant to the office and routing to the correct Directorate, if not; ✓ determining the urgency of the enquiries and prioritizing them; 	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: employ1@centelec.co.za or employ2@centelec.co.za or employ3@centelec.co.za</p> <p>PLEASE DO NOT SEND TO ALL EMAILS</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>

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		<p>giving feedback.</p> <p>Answer telephone calls to ensure efficient communication, by:</p> <ul style="list-style-type: none"> ✓ screening calls and routing them if necessary; ✓ taking messages; ✓ following up. <p>Performing various administrative duties for compliance by:</p> <ul style="list-style-type: none"> ✓ arranging for good and services for the office to be ordered' ✓ arranging functions on behalf of the CEO; ✓ carrying out lawful instructions given by the Supervisor. <p>Making travel and accommodation arrangements to ensure that the CEO attends all the relevant events that take place elsewhere by:</p> <ul style="list-style-type: none"> ✓ collecting all the necessary information about the event; ✓ filling in all the forms; ✓ booking accommodation' ✓ making travel arrangements with the travel agents; ✓ ensuring that service providers are paid on time. <p>Additional requirements:</p> <ul style="list-style-type: none"> • Strong planning, time Management and organization skills. • A valid driver's license. • Work effectively under pressure and handle confidential matters with tact and professionalism. • Highly proficient in Microsoft office suite (Excel, Word and PowerPoint). • Good communication skills, verbal and written. • Able to work independently with minimal supervision and as part of a team. 	
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4.	<p>RECEPTIONIST</p> <p>ONE (1) POST</p> <p>SALARY GRADE: 011/010</p> <p>EXTERNAL</p>	<p>HUMAN RESOURCES</p> <p>HR DEVELOPMENT</p> <p>TRAINING CENTRE SECTION</p>	<p><u>Qualifications:</u></p> <p>Grade 12, N4 in Business Management and MS office literacy</p> <p><u>Experience:</u></p> <p>Five (5) year of relevant experience.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> ✓ Able to respond in writing to basic types of communication. ✓ Confirm understanding of verbal and written instructions. ✓ Interacts with various clients / stakeholders. ✓ Enters data into specific applications, computerized or manual according to set procedures. <p><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"> • Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately • Answering screening and forwarding incoming phone calls • Receiving and sorting daily mail • Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures) • Provide basic and accurate information in-person and via phone/email • Receive, sort and distribute daily mail/deliveries 	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za</p> <p><u>PLEASE DO NOT SEND TO ALL EMAILS</u></p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>

			<ul style="list-style-type: none"> • Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges) • Order front office supplies and keep inventory of stock • Update calendars and schedule meetings • Ensure that members of the public are assisted in that they are directed to the correct service depending on the nature of their query or municipal business. • Receive queries from members of the public as first point of contact, assisting them with brief enquiries and / or directing them to the correct source of information so as to ensure satisfaction. 	
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5.	DRIVER INSTRUCTOR ONE (1) POST <u>SALARY GRADE: 006</u> EXTERNAL	HUMAN RESOURCES - HUMAN RESOURCE DEVELOPMENT DIVISION	<p><u>Qualifications:</u> National Diploma and qualified as a mechanic (Light Commercial or Heavy vehicle)</p> <p><u>Experience:</u> A minimum of four (4) years' experience in related mechanical environment.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> • Carry out visual inspections at service provider premises or work location • Technically evaluating the need for the repairs and considering the effect that the repair work will have on the vehicle's operating performance • Determining the possible cause of the repair (routine maintenance, driver abuse, theft, manufacturer defect) sites • Preparing a report for repair authorization <p><u>Core description</u> The successful candidate will be responsible for the following functions and not limited to:</p> <p><u>Ensure that vehicles and accessories and ancillaries are according to Centlec's Specification by :</u></p> <ul style="list-style-type: none"> • Conducting regular visits to suppliers fitting the ancillaries • Providing technical acceptance of new vehicles • Evaluating quality of workmanship • Making recommendations on regional level regarding technical specifications <p><u>Provide Fleet Technical Advice by:</u></p> <ul style="list-style-type: none"> • Notifying the fleet officer if maintenance work is rejected due to driver abuse or if the vehicle is going to be out of service for longer than planned 	Human Resources Management Private Bag X14 Bloemfontein 9300 30 Rhodes Avenue Oranjesig Bloemfontein 9301 Telephonic Enquiries: 051 – 412 2629 / 2630 Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za <u>PLEASE DO NOT SEND TO ALL EMAILS</u> <u>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</u>

			<ul style="list-style-type: none">• Inspecting the vehicles at the termination of the /contract with the customers to ensure the vehicle is in an acceptable condition• Participating in accident investigations for forming part in formal fact finding investigation team that evaluates the cause for accidents.• Evaluating the condition of ancillaries and recommend possible re-use• Recommending vehicle reserve price• Changing the vehicle status on the fleet system.	
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
6.	<p>ASSISTANT MANAGER LABOUR RELATIONS</p> <p>ONE (1) POSTS</p> <p>SALARY GRADE: 005</p> <p>EXTERNAL</p>	<p>HUMAN RESOURCES</p> <p>- LABOUR RELATIONS</p>	<p>Qualifications:</p> <p>NQF Level 7 qualification in Labour Relations / Human Resources / Labour Law. A qualification in Criminal Justice and Forensic investigations will serve as an added advantage.</p> <p>Experience:</p> <p>Six (6) years' experience in labour relations environment.</p> <p>Framework:</p> <ul style="list-style-type: none"> ✓ The reporting and control requirements associated with the post requires depth understanding of the application of the employment law; ✓ Various policies and procedures regulating employment conditions. ✓ Workplace conflict and resolution <p>Core description</p> <p>The successful candidate will be responsible for the following functions and not limited to:</p> <ul style="list-style-type: none"> • Advises and assists in developing, planning, directing, and implementing procedures to produce effective and efficient management of the employee relations function. • Provides guidance to managers, supervisors, and employees regarding laws, regulations, policies, procedures and practices related to employee relations matters. • Facilitates communication among employees and management by providing guidance and consultation regarding problem solving, dispute resolution, regulatory compliance, litigation avoidance and strives to resolve internal conflict informally through appropriate conflict management and mediation techniques. • Assist to develop budget recommendations and prepares budget requests with written narrative 	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za</p> <p>PLEASE DO NOT SEND TO ALL EMAILS</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>

documenting budgetary needs for the employee relations area.

- Analyzes collective bargaining agreement to develop interpretation of intent, spirit, and terms of contract.
- Prepares statistical reports, using records of actions taken concerning grievances, arbitration and mediation cases, and related labour relations activities, to identify problem areas.
- Monitors implementation of policies concerning wages, hours, and working conditions, to ensure compliance with terms of labour contract.
- Providing an advisory service to both line and staff functions.
- Monitoring implementation and adherence to collective agreements, policies, procedures and other related legislations.
- Conducting workshops and information sessions on collective agreements, policies, procedures and other relevant works to capacitate managers and employees.

Additional Requirements:

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

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7.	<p>QUALITY ASSURANCE OFFICER (INTERNAL)</p> <p>ONE (1) POST</p> <p>SALARY GRADE: 005</p> <p>EXTERNAL</p>	<p>HUMAN RESOURCES</p> <p>HR DEVELOPMENT</p> <p>TRAINING CENTRE SECTION</p>	<p><u>Qualifications:</u></p> <p>B.Tech/ B Degree, MFMP will serve as an advantage.</p> <p><u>Experience:</u></p> <p>Five (5) years' relevant experience.</p> <p><u>Core description:</u></p> <p>The successful candidate will be responsible for the following functions and not limited to:</p> <ul style="list-style-type: none"> • Ensure that assessments are fair, valid, and practicable; • Identify the need to redesign assessments/assessment instruments if required; • Evaluate the assessor's performance; • Provide procedures for registration/deregistration of assessors; • Communicate with relevant SETA's, SAQA, QCTO; • Assistance in the accreditation process of the Training Centre; • Ensure the availability of evaluation documentation; • Advice and support with technical information; • Moderation of Assessors as required; • Promote, evaluate, and support the importance of norms and work standards; <p><u>Other Requirements</u></p> <ul style="list-style-type: none"> • The incumbent must have utility electrical network background. • The incumbent must be physically fit to perform the job. • The incumbent must be able and physically fit to perform the tasks allocated. • Must work in varying temperatures. 	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: employ1@centilec.co.za or employ2@centilec.co.za or employ3@centilec.co.za</p> <p>PLEASE DO NOT SEND TO ALL EMAILS</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>

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8.	<p>QUALITY ASSURANCE OFFICER (FIELD)</p> <p>ONE (1) POST</p> <p>SALARY GRADE: 005</p> <p>EXTERNAL</p>	<p>HUMAN RESOURCES</p> <p>HR DEVELOPMENT</p> <p>TRAINING CENTRE SECTION</p>	<p><u>Qualifications:</u></p> <p>B. Tech/ B Degree in Electrical Engineering (Heavy Current)</p> <p><u>Experience:</u></p> <p>Five years' experience in Electrical Engineering field (Heavy Current).</p> <p><u>Core description:</u></p> <p>The successful candidate will be responsible for the following functions and not limited to:</p> <ul style="list-style-type: none"> • Ensure that assessments are fair, valid and practicable; • Identify the need to redesign assessments/assessment instruments if required according to the electrical network, • Provide procedures for registration/deregistration of authorized employees, • Communicate with relevant stakeholders on network maintenance and updating. • Ensure the availability of evaluation documentation; • Advice and support with technical information; • Promote, evaluate and support the importance of norms and work standards; ▪ Perform assessments of technical employees whilst performing operational duties on the electrical network. ▪ Auditing field services work execution processes for conformance to requirements and optimal and competent resource optimisation. ▪ Conducting investigations on all quality related incidents. ▪ Monitoring and measuring that all work is executed in a safe manner and providing feedback so as to ensure compliance with policies / directives / standards / procedures / guidelines / work practices and statutory requirements by performing surveillance on-site and facilitating investigations on all safety related incidents. 	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: employ1@centelec.co.za or employ2@centelec.co.za or employ3@centelec.co.za</p> <p>PLEASE DO NOT SEND TO ALL EMAILS</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>

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			<p><u>Other Requirements</u></p> <ul style="list-style-type: none">• The incumbent must have utility electrical network background.• The incumbent must be physically fit to perform the job.• The incumbent must be able and physically fit to perform the tasks allocated.• Must work in varying temperatures.	

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
9.	<p>HUMAN RESOURCE OFFICER // SNR (ONE) 1 POST SALARY GRADE: 007-006 // 005 EXTERNAL</p>	<p>HUMAN RESOURCES HUMAN RESOURCES MANAGEMENT HR BENEFITS SECTION</p>	<p><u>Qualifications:</u> NQF Level 6 qualification with extensive experience in Archiving.</p> <p><u>Experience:</u> 5 – 8 years' experience working in record keeping or data entry. Prior experience in data base management with a strong background in file management, physical record keeping, managing correspondence and bookkeeping. Experience as an Archivist will be an added advantage.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> ✓ Applies a body of theoretical knowledge either broadly or to a specific aspect of the Human Resource function. ✓ Facilitates the implementation of programs, processes and systems. Prepares reports; ✓ Provides specialist advice to clients; and ✓ Work is monitored and feedback is given while proficiency has been developed and is currently gaining experience. <p><u>Core description:</u> The successful candidate will be responsible for the following functions and not limited to:</p> <ul style="list-style-type: none"> • Implement and maintain procedures and systems associated with controlling document and correspondence flow, storage, retrieval and disposal. • Edits documentation and organizes complex information to facilitate understanding. • Give clear instructions to subordinates on work schedules with regard to daily workflow. • Ensures high quality output and will initiate action to correct quality issues; and 	<p>Human Resources Management Private Bag X14 Bloerfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloerfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za</p> <p>PLEASE DO NOT SEND TO ALL EMAILS</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>

	<ul style="list-style-type: none"> • Maintains a checklist covering all detail which might be overlooked; • Develops integrated plans for the work unit and that interface with the department's budget; • Establish a system to follow up on projects, tasks and assignments. • Initiate action to correct quality issues as appropriate. • Creates understanding of HR concepts through logical and clear communication with wide audiences. • Conducting routine verification to ensure integrity of the filing system • Maintaining HR's archives. • Creating and maintaining a records management system • Assist and advise effectively on applicable legislations, conditions of service, personnel policy. <p>Additional requirements:</p> <ul style="list-style-type: none"> • Knowledge of all relevant legislation. • Knowledge of National Archive Act. • Communication skills, Analytical, attention to detail, accuracy and sound human relations • knowledge of computer 	

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10.	<p>HUMAN RESOURCE OFFICER // SNR (ONE) 1 POST SALARY GRADE: 007-006 // 005 EXTERNAL</p>	<p>HUMAN RESOURCES HUMAN RESOURCES MANAGEMENT RECRUITMENT AND EMPLOYMENT EQUITY SECTION</p>	<p><u>Qualifications:</u> B Tech in Office Management and Technology .</p> <p><u>Experience:</u> Minimum five (5) years' experience in Human Resources and extensive knowledge of HR systems.</p> <p><u>Framework:</u> ✓ The reporting and control requirements associated with the post requires depth understanding of the application of the employment regulations; ✓ Various policies and procedures regulating employment conditions.</p> <p><u>Core description:</u> The successful candidate will be responsible for the following functions and not limited to:</p> <ul style="list-style-type: none"> • Preparing notifications associated with the confirmation of employment, contracts, regret letters, termination of services. • Receiving and referencing applications from prospective candidates, checking and confirming references and related information. • Ensure employment applications are checked and verified enabling the Organization to attract capable and competent individuals who satisfy the minimum standards applicable. • Preparing short-list of candidates qualifying for an interview. • Scheduling and confirming the date of the interview and informing representatives and applicants accordingly. 	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: employ1@centtec.co.za or employ2@centtec.co.za or employ3@centtec.co.za</p> <p>PLEASE DO NOT SEND TO ALL EMAILS</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>

			<ul style="list-style-type: none">• Compiling reports on specific personnel-related items and seeks approval prior to forwarding the inclusion.• Completing standardized forms and documentation reflecting details/ information in to leave, terminations and forwarding to specific internal departments for processing.• Maintaining and updating personnel information with respect to changes in employment/ personal status and attending to the safekeeping of personnel records/ files in accordance with approved recordkeeping systems.• Preparing memorandums to communicate specific human resources procedures and seeking approval prior to circulation.• Processing/ updating Human Resources Information System• General administration with regards to HR Records and leave matters.	
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11.	CHIEF CLERK ONE (1) POST SALARY GRADE: 008 EXTERNAL	HUMAN RESOURCES HUMAN RESOURCE MANAGEMENT DIVISION BENEFITS & REMUNERATION SECTION	<p><u>Qualifications:</u></p> <p>Grade 12 Certificate with extensive experience in human resources</p> <p><u>Experience:</u></p> <p>Five (5) years relevant experience in HR environment and extensive Knowledge of working on a Human Resource System. Able to process transactions on the HR System</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> ✓ Able to respond in writing to basic types of communication. ✓ Confirm understanding of verbal and written instructions. ✓ Interacts with various clients / stakeholders. ✓ Enters data into specific applications, computerized or manual according to set procedures. ✓ Extensive knowledge of HR systems <p><u>Core description:</u></p> <p>The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> • Performs administration tasks associated with leave capturing, closing of files and Records Management of the Human Resource Benefits division. Taking responsibility or implementation and maintenance of the computerized electronic HR system • Checking that all attendance registers and time sheets received from different directorates are correctly filled or captured and correspond with the ESS System where there are any leave taken. • Overseeing that the following functions are attended to; Long service bonus allocations and Long service bonus encashments. 	Human Resources Management Private Bag X14 Bloemfontein 9300 30 Rhodes Avenue Oranjesig Bloemfontein 9301 Telephonic Enquiries: 051 – 412 2629 / 2630 Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za PLEASE DO NOT SEND TO ALL EMAILS CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

- Implementing applicable modules on the Computer HR System and keeping them updated.
- Implementing new conditions of service, assisting the Payday system consultants in upgrading the system, implementing and controlling the roll-out of the employee self service module to other Directorates.
- Assisting employees on the ESS System module and utilizing the full capacity of the electronic system in administering all HR Benefits.
- Extracts specific monthly reports associated with leave and forward to Executive Management.
- Extracting and submitting reports from the system to users for perusal, analysis and comment.
- Attend to queries and complaints associated with Human Resource Benefits from other Directorates.
- Attending to internal as well as external audit queries to implement corrective measures to prevent the reoccurrence of queries.
- Attending to telephonic, personal and written enquiries from employees and external institutions in order to provide information or advice.
- Attend to specific administrative activities associated to record management.
- Assist and advice divisions effectively on applicable legislation, conditions of service, personnel policy and collective agreements applicable to employees to ensure adherence.
- Submit weekly and month end statistics on leave, closing of files and records division.

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
12.	<p>SKILLS DEVELOPMENT FACILITATOR</p> <p>ONE (1) POST</p> <p>SALARY GRADE: 004</p> <p>EXTERNAL</p>	<p>HUMAN RESOURCES</p> <p>HUMAN RESOURCE DEVELOPMENT DIVISION</p> <p>SKILLS DEVELOPMENT SECTION</p>	<p>Qualifications:</p> <p>B.degree / B.Tech Strategic Human Resource management</p> <p>Experience:</p> <p>A minimum of five (5) years' experience as a supervisor in an HR Development and training environment</p> <p>Core description</p> <p>The successful candidate will be responsible for the following functions and not limited to:</p> <p>Duties</p> <ul style="list-style-type: none"> • Mapping out the current and future Human Resource skills development requirements taking into consideration operational needs, skills scarcity and retention capability as influential factors • Coordinate and develop a strategic skill development purpose • Determine priorities in terms of the establishment skills development and employment equity needs. • Preparing and presenting to the EM: HR: skill development forward plans, strategic intent and interventions designed to drive transformation within the Organisation. • Researching and interpreting compliance requirements included in statutory legislation and national policy framework guidelines. • Evaluating the adequacy of the current skills development policy and assessing and commenting on the need for change and alignment of terms and conditions to the best practices and legislation. • Implementing and evaluate skills development strategy, priorities, and employment equity needs to 	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: employ1@centtec.co.za or employ2@centtec.co.za or employ3@centtec.co.za</p> <p>PLEASE DO NOT SEND TO ALL EMAILS</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>

		<p>assist the organisation in achieving its skills development objectives.</p> <ul style="list-style-type: none"> • Work with the Training Committee as to ensure the management and employee participation in the skills development strategy. • Coordinating LGSETA training interventions and administrative requirements for internal / external training providers. • Analysing skills audit findings and developing a framework planned interventions to address specific skill gap. • Reviewing the Work Skills Plan and in conjunction with LGSETA, establish and confirm the status of levies, grants and reports on the progress in achieving short to medium term objectives. • Directing the procedural and operational dimensions of selecting. Co-ordinating and providing training to the employees and monitor the impact on organizational efficiency and, progress towards self development and growth within the organisation. • Co-ordinates the implementation of learnership within CENTLEC. 	
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
14.	<p>ENQUIRY OFFICER</p> <p>SIX (6) POSTS</p> <p><u>SALARY GRADE:</u> 011/010</p> <p>EXTERNAL</p>	<p>ENGINEERING RETAIL</p> <p>DIVISION: CUSTOMER SERVICES</p> <p>SECTION: CALL CENTRE (6)</p>	<p><u>Qualifications:</u></p> <p>Grade 12 certificate and certificate in Computer Literacy: MS Office.</p> <p><u>Experience:</u></p> <p>One to two (1 - 2) years relevant experience.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> ✓ Checks against standards and regulations; ✓ Understands and able to communicate the entity's priorities; ✓ Knowledge of the issues impacting service delivery. <p><u>Core description:</u></p> <p>The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> • Receive and handle enquiries / complaints related to power outages • Receive power disruption or failure enquiries / complaints via the telephone / radio. • Capture the complaints on the Batho Pele system (Customer details, nature of complaint). • Forward the complaint of the customer to the relevant personnel (Electrician / Trade worker) for investigation. • Capture information from Electrician / Trade worker on what was done to resolve the problem. • Compile statistics on power disruptions for the month / annually reports and make graphical representation of the statistics. 	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: employ1@centelec.co.za or employ2@centelec.co.za or employ3@centelec.co.za</p> <p>PLEASE DO NOT SEND TO ALL EMAILS</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>

		<ul style="list-style-type: none"> • Receive telephonic instructions for the switching on and off of consumers. • Channel instructions for the switching on and off of consumers to the relevant Electrician / Trade worker on standby. • Receive feedback from Electrician / Trade worker on standby and write / capture the information. <p>Additional requirements:</p> <ul style="list-style-type: none"> ✓ Knowledge of standard operating procedures. ✓ Knowledge of computer literacy. ✓ Knowledge of Centlec policy and Health & Safety Act. 	
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
15.	ARTISAN ASSISTANT TWENTY (20) POSTS SALARY GRADE: 015 EXTERNAL	ENGINEERING RETAIL DIVISION: REVENUE PROTECTION	<p>Qualifications:</p> <p>Minimum: Grade 8 report. Trade certificate will serve as an advantage.</p> <p>Experience:</p> <p>One (1) years working experience in the electrical environment in CENTLEC or at least studying towards a Trade Certificate.</p> <p>Framework:</p> <ul style="list-style-type: none"> ✓ Deals with clearly defined problems that are task specific; ✓ Applies tactic knowledge; ✓ Knows when to refer problem to Supervisor. <p>Core description:</p> <p>The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> • Handling and supervision of tools and equipment. • Holding and shifting of equipment and work pieces. • Packing and repacking of tools and equipment to be used/or that has been used by the superior. • Loading and unloading of tools, equipment and material. <p>Additional Requirements:</p> <ul style="list-style-type: none"> • Must have a good sense of responsibility. • Must be technically inclined • Must have a good knowledge of basic hand tools and the use and handling thereof. • Know how to read and write. 	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za</p> <p>PLEASE DO NOT SEND TO ALL EMAILS</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
16.	<p>GENERAL WORKER FIFTY (50) POSTS SALARY GRADE: 016 EXTERNAL</p>	<p>PERFORMANCE AND COMPLIANCE DIRECTORATE</p> <ul style="list-style-type: none"> - MAINTENANCE SECTION - POWER GENERATION <p>ENGINEERING WIRES ENGINEERING RETAIL</p>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Grade 6 and acceptable state of health. Language proficiency in at least two (2) official Languages <p><u>Experience:</u></p> <p>Ability to perform the job competently and to communicate with other people on a higher level e.g. Managers.</p> <p>Appropriate hard labour experience will serve as a recommendation.</p> <p><u>Core description:</u></p> <p><u>The successful candidate will be responsible for the following</u></p> <ul style="list-style-type: none"> • Cleansing of offices on daily basis. • Ensure regular removal and disposal of any waste from the Offices including the dustbins. • Maintaining the kitchen ensuring that it remains in hygienic conditions at all times. • Making and serving beverages to the personnel and guests visiting the Office. • Washing utensils and cleaning kitchen floors, cupboards and equipment with detergents and / or cleaning aides. • The cleaning of the parking areas on a daily basis. • The cleaning of the office accommodation and toilets • To ensure an effective support service to the immediate supervisor regarding the cleaning of the parking areas. • Digging of trenches, pole holes, installation of cable and back fitting of trenches under the leadership of a Team Leader. 	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za</p> <p>PLEASE DO NOT SEND TO ALL EMAILS</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>

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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
17.	<p>DATA CAPTURER</p> <p>TWO (2) POSTS</p> <p>SALARY GRADE: 012/011</p> <p>EXTERNAL</p>	<p>ENGINEERING RETAIL</p> <p>DIVISION REVENUE PROTECTION</p>	<p><u>Qualification:</u></p> <p>Grade 12 certificate and certificate in Office Admin and MS Office.</p> <p><u>Experience:</u></p> <p>One to two (1-2) year of relevant experience in data capturing.</p> <p><u>Framework:</u></p> <ul style="list-style-type: none"> ✓ Follows laid-down procedures diligently, ✓ Identifies elements in a process that may create bottle necks and blockages; ✓ Maintains clear communication with clients. <p>Core description: The successful candidate will be responsible for the following functions and not limited to:</p> <ul style="list-style-type: none"> • Assess the reading reports as provided by meter reading sections against the route sheet for any omissions and anomalies. • Reasonably assess the anomalies in the completion of hard copy forms for creation of new accounts, termination of existing accounts amendment of standing accounts. • On a regular basis, review classification of accounts for business, residential use and where necessary obtain approval to adjust inappropriate classification. • Distribute printing dates to the relevant sections for every period at the beginning of that period or earlier. 	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630</p> <p>Email: employ1@centtec.co.za or employ2@centtec.co.za or employ3@centtec.co.za</p> <p>PLEASE DO NOT SEND TO ALL EMAILS</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>

			<ul style="list-style-type: none"> Where a final reading has been taken, capture such reading and initiate the closing of the account. File all data sheets received and processed for the day. 	
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
18.	VEHICLE INSPECTOR ONE (1) POSTS <u>SALARY GRADE: 008</u> EXTERNAL	PERFORMANCE AND COMPLIANCE FLEET MANAGEMENT	<p><u>Qualifications:</u> N5 and Qualified as a mechanic (Light Commercial or Heavy) both advantageous</p> <p><u>Experience:</u> At least two (2) to three (3) years' experience in related field</p> <p><u>Framework:</u> ✓ Able to respond in writing to basic types of communication.</p> <p><u>Core description:</u> The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> Inspects vehicle's technical conditions by: <ul style="list-style-type: none"> carry out visual inspections at service provider premises or work location Technically evaluating the need for the repairs and considering the effect that the repair work will have on the vehicle's operating performance 	Human Resources Management Private Bag X14 Bloemfontein 9300 30 Rhodes Avenue Oranjesig Bloemfontein 9301 Telephonic Enquiries: 051 – 412 2629 / 2630 Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za

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- Determining the possible cause of the repair (routine maintenance, driver abuse, theft, manufacturer defect) sites
- Preparing a report for repair authorization
- Ensure that vehicles and accessories and ancillaries are according to Centtec's Specification by:
 - Conducting regular visits to suppliers fitting the ancillaries
 - Providing technical acceptance of new vehicles
 - Evaluating quality of workmanship
 - Making recommendations on regional level regarding technical specifications
- Assessment of Accidental Damaged vehicles by:
 - Inspecting accident repairs that fall within excess limits before repairs are carried out and obtain additional accident quotations where needed
 - Assessing the vehicle after repairs are carried out to ensure repairs were carried out according to repair specifications

Additional Requirements:

- Knowledge of transport legislation and OHS ACT
- Knowledge of construction/ mobile equipment (Hydraulics, load bodies, tyres, air compressors)
- Auto electrical experience
- Vehicle Recovery
- Fleet Maintenance Experience
- Excellent customer relations skills

Other Requirements:

- Computer Literacy / Self-discipline
- Effective Communication Skills

TOTAL POSITIONS: 91

APPROVED: 

CHIEF EXECUTIVE OFFICER

DATE: 2023/09/28