



Suitably qualified persons are invited to apply for appointment in the following positions

CENTLEC

1. DEPARTMENT: FINANCE

SECTION: MANAGEMENT ACCOUNTING

1.1 ACCOUNTANT: BUDGETING

QUALIFICATIONS: * B Degree and/or National Diploma in Cost and Management Accounting. *

EXPERIENCE: * Minimum of five (5) years experience in Municipal finance environment. *

CORE DESCRIPTION: * The successful candidate will be responsible for the following functions:

- Compilation of both the operational and capital budgets of the institution to ensure compliance with national treasury budget reforms, timeframes as well as the parent municipality's IDP requirements.
- Monitor performance on the approved budget.
- Perform a cost analysis to ensure effective cost control within the institution.
- Perform variance analysis to ensure that costs as budgeted are contained and track under budgeting. *

ADDITIONAL REQUIREMENTS:

- Computer literacy – advance knowledge of the MS office suite.
- Knowledge of all relevant legislation as well as national treasury budget reforms.
- Analytical
- Attention to detail
- Project management
- Communication skills
- Presentation skills
- Facilitation
- People management skills

SALARY GRADE: 006

1.2 ACCOUNTANT: FINANCIAL REPORTING

QUALIFICATIONS: * B Degree and/or National Diploma in Cost and Management Accounting. *

EXPERIENCE: * Minimum of five (5) years experience in Municipal finance environment. *

CORE DESCRIPTION: * The successful candidate will be responsible for the following functions:

- Compilation of the financial statements in order to ensure that they comply with IAS and GAAP principles.
- Compile monthly management reports on budget performance.
- Ensure that all National Treasury Reporting is done before the prescribed timeframes.
- Preparation and distribution of the monthly trial balance.
- Safe keeping and filling of all supporting documents for future reference and audit purposes. *

ADDITIONAL REQUIREMENTS:

- Computer literacy – advance knowledge of the MS office suite.
- Knowledge of all relevant legislation as well as national treasury budget reforms.
- Analytical
- Attention to detail
- Project management
- Communication skills
- Presentation skills
- Facilitation
- People management skills

SALARY GRADE: 006

1.3 FINANCIAL CLERK

QUALIFICATIONS: * National Diploma in Accounting. *

EXPERIENCE: * Minimum of one (1) year experience in similar position. *

CORE DESCRIPTION: * The successful candidate will be responsible for the following functions:

- Receive application for new projects and consolidate them into one report to facilitate a bigger picture of what new projects are being planned.
- Receive different reports and consolidate them for either budgeting purposes or reporting purposes.
- Ensure closure of all completed projects.
- Distribute the monthly trial balance to the institution.
- Any other data capturing functions that might be needed.
- Safe keeping of all supporting documents for future reference and audit purposes. *

ADDITIONAL REQUIREMENTS:

- Computer literacy – advance knowledge of the MS office suite.
- Knowledge of all relevant legislation as well as national treasury budget reforms.
- Analytical
- Attention to detail
- Bilingualism
- Communication skills
- Accuracy
- Sound Human Relation skills

SALARY GRADE: 008

**SECTION: SUPPLY MANAGEMENT UNIT
1.4 DEMAND MANAGEMENT SPECIALIST**

QUALIFICATIONS: * Degree in Supply Chain Management or CPIM Diploma. *

EXPERIENCE: * Minimum of five (5) years in procurement management/administration. *

CORE DESCRIPTION: * The successful candidate will be responsible for the following functions:

- Manage and coordinate the proper performance of the periodic spend analysis.
- Manage and coordinate the implementation of a collaborative forecasting, good planning and realistic replenishment schedule which is linked to the Departments budget.
- Ensure the optimum sourcing strategy is adopted which takes into account practical considerations such as frequency, lead time, delivery time, warehousing, storage and life span.
- Keep abreast of SCM best practices and Government requirements and promote the consistent application of “best practices” throughout the Department’s supply chain.
- Ensure that the optimum sourcing strategy which takes cognizance of the conditions of delivery, the prospective suppliers and the goals to be promoted as contemplated in the PPPFA.
- Monitor that clear policies and procedures are being followed during procurement planning for goods and services. *

ADDITIONAL REQUIREMENTS:

- Computer literacy – advance knowledge of the MS office suite.
- Knowledge of all relevant legislation as well as national treasury budget reforms.
- Problem solving
- Analytical
- Interpersonal relation skills
- Communication skills
- Facilitation
- Management skills
- Sound ethical judgement
- People management
- Negotiation skills
- Procurement Strategies

SALARY GRADE: 006

1.5 ACQUISITION & CONTRACT MANAGEMENT SPECIALIST

QUALIFICATIONS: * Degree in Supply Chain Management or CPIM Diploma. *

EXPERIENCE: * Minimum of five (5) years in procurement management/administration. *

CORE DESCRIPTION: * The successful candidate will be responsible for the following functions:

- Ensure that the acquisition process follows the norms and standards set out by the Supply Chain Management Framework.
- Ensure the prospective supplier database is set up and maintained in accordance to the relevant policy and aligned to the preferential procurement strategy.
- Coordinate the implementation of open and transparent Bid Process, which includes the Specification, Evaluation and Adjudication Committees.
- Ensure that bidding procedures becomes easy to interpret, cost effective, inexpensive, quick, transparent and free of corruption.

- Ensure that all bid documents and contracts are aligned to standard bidding requirements.
- Coordinate the legal advice required in terms of contracts.
- Ensure the evaluation/adjudication teams are authorized to deal with all supply chain management matters and finalize bids/price quotations in accordance with directives/delegated powers of the CEO.
- Ensure that bid evaluation/adjudication teams are familiar with and adhere to the prescribed legislation, directives and procedures in respect of supply chain management in order to perform effectively and efficiently. *

ADDITIONAL REQUIREMENTS:

- Computer literacy – advance knowledge of the MS office suite.
- Knowledge of all relevant legislation as well as national treasury budget reforms.
- Problem solving
- Analytical
- Interpersonal relation skills
- Communication skills
- Facilitation
- Management skills
- Sound ethical judgement
- People management
- Negotiation skills
- Procurement Strategies
- Contract Management
- Management skills

SALARY GRADE: 006

1.6 LOGISTICS & INVENTORY MANAGEMENT SPECIALIST

QUALIFICATIONS: * B Degree in Logistics or CPIM Diploma in Logistics. *

EXPERIENCE: * Minimum of five (5) years in inventory management/administration. *

CORE DESCRIPTION: * The successful candidate will be responsible for the following functions:

- Determine and coordinate inventory stock levels.
- Ensure that stocktaking of all assets in stock or distribution is conducted every month.
- Ensure that monthly stocktaking spot checks are carried out on warehouses.
- Ensure that regular audit spot checks on stock are performed.
- Issues a certificate team, confirming that all receipt and issue transactions have been correctly posted.
- Ensure surpluses and shortages are dealt with in accordance to the policy and procedures.
- Compile a consolidated stocktaking report every month.
- Ensure that preventative measures are in place to secure inventory stock to eliminate theft, losses, wastage and misuse of assets.
- Manage, monitor and evaluate effective implementation of sound people management systems, including employment relations and performance management. *

ADDITIONAL REQUIREMENTS:

- Knowledge of all relevant legislation relevant to the position
- Computer literacy
- Problem solving skills
- Analytical
- Interpersonal relation skills
- Communication skills
- Management skills
- Sound ethical judgements
- Planning
- Logistics Management
- People management skills

SALARY GRADE: 006

1.7 ASSET & DISPOSAL MANAGEMENT SPECIALIST

QUALIFICATIONS: * B Degree *

EXPERIENCE: * Minimum of three (3) years in Public Sector. *

CORE DESCRIPTION: * The successful candidate will be responsible for the following functions:

- Ensure that assets are recorded in the asset register
- Assist with obsolescence planning and compile a plan determined according to the inspection and State Information and PPPFA.
- Inspect materials for potential re-use.

- Responsible for monthly, quarterly and annual asset inventory incorporated into the financial statements.
- Ensure the proper inspection of material for potential re-use and that scrapping is done on an annual basis.
- Ensure that the methods of assets disposal selected are according to policies.
- Ensure that monies received for the sale of movable assets are dealt with in accordance with the prescripts of the policy.
- Promote the consistent application of "best practice" throughout the Department's supply chain.
- Ensure that detailed records are kept of all activities of the Disposal Evaluation Committee which should consist of at least, but not limited to agenda, minutes of meeting, attendance records and recommendations/non recommendation of a particular movable asset. *

ADDITIONAL REQUIREMENTS:

- Knowledge of all relevant legislation relevant to the position
- Computer literacy
- Problem solving skills
- Analytical
- Interpersonal relation skills
- Communication skills
- Management skills
- Sound ethical judgement
- Planning
- Logistics Management
- People management skills
- Negotiating skills

SALARY GRADE: 006

**SECTION: FINANCIAL ACCOUNTING
1.8 FINANCIAL ACCOUNTANT**

QUALIFICATIONS: * B Comm. Degree qualification. *

EXPERIENCE: * Minimum of five (5) years in a Municipal finance environment on management level. Experience in Financial Management. *

CORE DESCRIPTION: * The successful candidate will be responsible for the following functions:

- Develop financial policies and procedures to monitor all accounts payable and receivable.
- Ensure adherence to accounting policies, generally accepted accounting practice reporting and disclosure requirements as per the Municipal Finance Management Act.
- Preparation of all relevant financial reports for the CFO for submission to the CEO and the Board.
- Compile and Manage the Financial Accounting Unit's budget.
- Ensure proper management of all creditors and debtors accounts including all reconciliations, adjustments, posting of debit and credit notes as well as processing of payments received as well as payment to be effected to creditors.
- Ensure that all payments received are accurately accounted for and banked.
- Monitor the financial position through proper bank reconciliations and ensure regular clearing of suspense accounts.
- Ensure that a proper customer interface mechanism is in place to deal with complaints relating to billing and credit control.
- Ensure that all VAT Returns are submitted timeously to SARS and that there is compliance to the VAT legislation.
- Manage prepaid revenue reconciliations.
- Identify vending stations and recommend approval of vending stations by the Chief Financial Officer.
- Manage the collection of key customer electricity revenue and ensure that proper credit control procedures are implemented to ensure that receivables from key customers are collected.
- Coordinate the annual audit of the institution by the Auditor General to ensure timeous provision of comments and supporting documents to the AG to clear identified audit queries.
- Monitor the monthly institutional expenditure and flag areas of concern in the spending patterns to the CFO. *

ADDITIONAL REQUIREMENTS:

- Knowledge of all relevant legislation relevant to the position.
- Computer literacy
- Problem solving skills
- Analytical
- Interpersonal relation skills
- Communication skills
- Management skills
- Sound ethical judgement
- Planning skills
- Logistics Management
- People management skills
- Negotiating skills

- Financial skills
- Presentation skills
- Accuracy

SALARY GRADE: 006

SECTION: FINANCIAL ACCOUNTING

1.9 ACCOUNTANT REVENUE

QUALIFICATIONS: * B Comm. Degree qualification. *

EXPERIENCE: * Minimum of five (5) years in a Municipal finance environment. Experience in operation on a billing system, Financial Management and Debt collection. *

CORE DESCRIPTION: * The successful candidate will be responsible for the following functions:

- Reconciles debtor control accounts with individual debtor accounts, using proper financial procedures to ensure a healthy debtor financial bookkeeping system.
- Allocates all income received, using an ACCESS Database and Microsoft Excel Income Cash Book, to ensure that all income are allocated and are correctly allocated.
- Collects outstanding debts by contacting users telephonically and via correspondence or by cutting and blocking electricity meters.
- Maintains system levies for electricity consumption Microsoft Excel spreadsheet files and the VENUS Billing financial system to ensure correct levies for electricity consumption on accounts.
- Maintains and adds debtor accounts and all meter information through sound financial practice and journal entries to ensure that debtor's accounts and income statistics are correct.
- Maintains and adds debtor accounts and all meter information through sound financial practice and journal entries to ensure that debtor's accounts and income statistics are correct.
- Inspects and authorises payment of commission on prepaid sales to ensure calculations and commission on prepaid sales are correct.
- Distributes electricity accounts to all consumers to ensure all consumers receive accounts and that the calculations on the accounts are correct.
- Collects outstanding debts on PPN Prepaid Electricity Accounts.
- Extracts meter book information from VENUS system onto EXCEL files and distributes reading lists to technical staff and meter readers via fax.
- Ensures that all sales for pre-paid electricity by the CENTLEC Vend Point are accounted for, banked and allocated correctly. *

ADDITIONAL REQUIREMENTS:

- Computer literacy (Microsoft Excel, Word & Access).
- Communication skills
- Negotiating skills
- Bilingual
- Attention to detail
- Good Human relationships
- Managerial skills
- Drivers License

SALARY GRADE: 006

1.10 ACCOUNTANT EXPENDITURE

QUALIFICATIONS: * B Comm. Degree qualification. *

EXPERIENCE: * Minimum of three (3) years in a similar position. *

CORE DESCRIPTION: * The successful candidate will be responsible for the following functions:

- Ensure that all payroll systems, procedures and policies are in place and are adhered.
- Ensure that systems and procedures are in place to guide the payments of creditors.
- Ensure proper consideration to the terms and conditions of credit offered for payment and cash discount is offered for early settlement.
- Ensure that all payroll mandatory returns with regards to payroll are completed and submitted monthly to SARS.
- Ensure that all VAT returns are completed and submitted monthly to SARS after proper reconciliation of the VAT control account.
- Ensure the reconciliation of the creditors control account.
- Ensure that month end and year end processes run smoothly.
- Ensure that all journals are captured before month end cut off for an accurate trial balance.
- Ensure that all supporting documents for financial transactions are filed for future reference and audit purposes.
- Ensure that all expenditure transactions are accurate and that corrections are done where necessary. *

ADDITIONAL REQUIREMENTS:

- Computer literacy (advanced knowledge of the MS Office Suite)
- Knowledge of all legislation
- Communication skills
- Negotiating skills
- Bilingual
- Attention to detail
- Good Human relationships
- Managerial skills
- Drivers License
- Analytical,
- Accuracy

SALARY GRADE: 006

1.11 ACCOUNTANT CASH BOOK & GENERAL LEDGER

QUALIFICATIONS: * B Comm. Degree qualification. ***EXPERIENCE:** * Minimum of three (3) years in a similar position. ***CORE DESCRIPTION:** * The successful candidate will be responsible for the following functions:

- Compile daily cash flow position from total amounts received per day to assist the Financial Accountant in managing cash flow
- Maintain and update the general ledger and maintain the income cashbook to ensure that all income received is allocated correctly
- Check expenditure vouchers, cheques and electronic payments to prevent unauthorized expenditure
- Perform weekly and monthly bank reconciliations
- Balance the cashbook and rectify where necessary
- Check electronic transfer batch reports and send electronic transfers for approval
- Ensure that all financial records pertaining to transactions are kept for future reference as well as for audit purposes. *

ADDITIONAL REQUIREMENTS:

- Computer literacy (advanced knowledge of the MS Office Suite)
- Knowledge of all legislation
- Communication skills
- Negotiating skills
- Bilingual
- Attention to detail
- Good Human relationships
- Managerial skills
- Drivers License
- Analytical,
- Accuracy

SALARY GRADE: 006

1.12 ASSISTANT ACCOUNTANT SUNDRY DEBTORS

QUALIFICATIONS: * National Diploma qualification. ***EXPERIENCE:** * Minimum of three (3) years in a similar position. ***CORE DESCRIPTION:** * The successful candidate will be responsible for the following functions:

- Maintain debtors accounts to ensure that the accounts are a true reflection of what is owed to CENTLEC.
- Reconcile debtors control accounts with individual debtors accounts to ensure that the debtors ledger is correct.
- Collect outstanding debts by contacting debtors telephonically or via correspondence.
- Process via BJ10 journals to allocate prepaid sales for each month so that the monthly trial balance is accurate and to update the general ledger.
- Process any other income correction journals as and when necessary.
- Prepare monthly reports on debtors and submit to Accountant Revenue so that adequate planning can be done regarding debtors.
- Safekeeping and filing of supporting documents for future reference and audit purposes. *

ADDITIONAL REQUIREMENTS:

- Computer literacy (advanced knowledge of the MS Office Suite)
- Knowledge of all legislation
- Communication skills
- Negotiating skills

- Bilingual
- Attention to detail
- Good Human relationships
- Managerial skills
- Drivers License
- Analytical,
- Accuracy

SALARY GRADE: 007

2. DEPARTMENT: CORPORATE SERVICES

SECTION: HUMAN RESOURCES MANAGEMENT

2.1 HUMAN RESOURCES MANAGER

QUALIFICATIONS: * B Degree and/or National Diploma in Human Resources Management. *

EXPERIENCE: * Minimum of two - three (2 - 3) years in Human Resources Management. *

CORE DESCRIPTION: * The successful candidate will be responsible for the following functions:

- Full Generalist Function of managing, facilitating and advising on Recruitment and Selection, Industrial Relations, Training and Development, Benefits and Remuneration.
- Develop and implement career paths for all staff within the department.
- Develop and implement effective retention strategy. *

ADDITIONAL REQUIREMENTS:

- Computer literacy (Microsoft Excel, Word & PowerPoint)
- Knowledge of all legislation
- Communication skills
- Negotiating skills
- Bilingual
- Attention to detail
- Good Human relationships
- Managerial skills
- Drivers License
- Analytical,
- Accuracy
- Trustworthy

SALARY GRADE: 004

3. DEPARTMENT: ENGINEERING

SECTION: LOW VOLTAGE

3.1 ENGINEERING ASSISTANT//INSPECTOR

QUALIFICATIONS: * National Diploma for Technicians (Electrical Engineering) (T3- S4) or National Technical Diploma (N6) and a completed apprenticeship as an Electrician and a code EB Drivers license. *

EXPERIENCE:

- Minimum of two (2) years practical experience.
- Appropriate experience in the electrical distribution environment and related installations will be an advantage.
- Applicants must be fluent in English and one of the other official languages, ability to function independently, maintain good personnel relations. *

CORE DESCRIPTION: * The successful candidate will be responsible for the following functions:

- The performing of detail designs, material schedule, cost estimates, quotations, written comments and management of projects
- These projects may be simple connections or major system upgrading. *

SALARY GRADE: 009//007

3.2 STORE ATTENDANT

QUALIFICATIONS: * Grade 12 qualification and computer literacy. *

EXPERIENCE: * Minimum of two (2) years experience in a warehouse will serve as a recommendation. *

CORE DESCRIPTION: * The successful candidate will be responsible for the following functions:

- Assist in the issuing of stock, receiving of stock, procuring of stock replenishing and stock control. *

SALARY GRADE: 015

SECTION: SALES SYSTEMS

3.3 SENIOR ENGINEER//FIRST ENGINEER

QUALIFICATIONS: * National Diploma and/or B. Tech Degree in Information Systems. *

EXPERIENCE:

- Electronic Technical background.
- Five (5) years experience in the Electronics environment.
- Have knowledge of electronics/ computers. *

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- Manage Vending Systems (Technical) to deliver the sales of electricity.
- Manage information and communication Technology Division.
- To provide and maintain all electronic systems.
- Writing and reporting of Tenders.
- Supervise the administrative function. *

ADDITIONAL REQUIREMENTS:

- Knowledge of general electronics
- General knowledge of computers, peripherals, networks
- Writing of reports and technical reports
- Communication skills
- Bilingual
- Attention to detail
- Good Human relationships
- Analytical
- Accuracy

SALARY GRADE: 005//004

SECTION: SOUTHERN FREE STATE (WEPENER)

3.4 ASSISTANT SUPERINTENDENT

QUALIFICATIONS: * N2 or equivalent completed apprenticeship as an electrician and a Code EC1 driver's license with a professional driving permit. The successful incumbent must reside in Wepener. *

EXPERIENCE: * Appropriate experience will serve as a recommendation *

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- To assist with the supervisory functions and the coordination of resources in an efficient and effective manner. *

SALARY GRADE: 008

SECTION: TRANSMISSION

3.5 TEAM LEADER

QUALIFICATIONS: * Grade 10. A valid Code EC1 driver's licence with a professional driving permit. *

EXPERIENCE: * The functioning in a supervisory capacity will serve as a recommendation.*

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- Supervise the team of general workers on a daily basis on various activities which have a huge impact on the performance of the utilisation Division, Low Voltage.
- Perform the success of the construction and maintenance projects dependent on the efficient and effective execution of activities of the teams.
- The responsibilities and functions of this position are linked to the strategic objective service delivery to the community of the Mangaung Local Municipality.*

SALARY GRADE: 013/011

3.6 GENERAL WORKER (ELEVEN (11) POSTS)

QUALIFICATIONS: * Grade 6 qualification and acceptable state of health and language proficiency in at least two official languages of MLM. *

EXPERIENCE: * Appropriate hard labour experience will serve as a recommendation. *

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- Handing of tools and equipment to Supervisor. (team leader)
- Holding and shifting of equipment and work pieces
- Packing and repacking of tools and equipment that has been used by his/her Supervisor.
- Loading and unloading of oil drums and any other material or equipment
- Administering weed killers
- Cleaning of the work area after the job has been done. Cleaning of tools, equipment and vehicles.
- Cleaning of Substation buildings, meter rooms, meter boxes and offices.*

SALARY GRADE: 018/017

SECTION: SOUTHERN FREE STATE (JAGERSFONTEIN)
SECTION: NETWORK OPTIMIZATION
SECTION (WEPENER)
3.7 ARTISAN ASSISTANT (THREE (3) POSTS)

QUALIFICATIONS: * Grade 6 and be able to read and write English and one of the other official languages. *

EXPERIENCE: * Appropriate experience will serve as a recommendation *

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- The daily functions at the section, mainly helping the electricians and trade workers with their tools, material and equipment. *

SALARY GRADE: 016

SECTION: NETWORK OPTIMIZATION
3.8 ENGINEERING ASST//SNR (TWO (2) POSTS)

QUALIFICATIONS:

- National Diploma for Technician (Electrical Engineering) (T3-T4) with at least two (2) years practical experience
- National technical Diploma (N6) and a completed apprenticeship as an Electrician and two (2) years practical experience with a Code EB driver's license.
- A valid Code EB driver's license.

EXPERIENCE: * Two – three (2-3) years practical experience *

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- To do maintenance on load control equipment, maintenance on the supervisory of the Network, Design and construction for extensions.
- To do routine supervisory testing between the network and control room, compile load flowing reporting, monitoring of the supervisory communication link and investigation of the supervisory alarms.
- Execution of switching on load control equipment isolations, issuing of permits, Reaction to large power failure fault findings. *

SALARY GRADE: 009//008//007 (The incumbents will qualify to participate in Council's Transport Allowance scheme).

SECTION: DESIGN & DEVELOPMENT
3.9 TECHNICIAN/FIRST ENGINEER

QUALIFICATIONS: * B Tech Degree Electrical Engineering Degree. Registration or eligible registration as a professional engineer/technologist would serve as a recommendation. *

EXPERIENCE: * Minimum of five (5) years practical experience. Experience in writing of tenders and management of projects.*

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- To direct and manage all activities of the Development section in order to compile detail designs, cost estimates, quotations and manage projects on the 132/33/11kV networks, low voltage network, street and area lighting as well as to affect, coordinate, maintain, upgrade and expand the CAD system and the administrative and record keeping of the CAD data.
- To manage the responsibilities of the section.*

ADDITIONAL REQUIREMENTS:

- A valid Code EB driver's license
- Be able to function independently
- Maintain good interpersonal relations
- Be fluent in English and one (1) of the other official languages.

SALARY GRADE: 004

3.10 CHIEF ENGINEER ASSISTANT

QUALIFICATIONS: * Appropriate B Degree, National Higher Diploma or National Diploma (Electrical). *

EXPERIENCE: * Five – ten (5 – 10) years experience in Electrical distribution environment with background as a qualified Electrician in order to have certain practical experience.*

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- Analyzing electrical loads on the 132kV, 11kV and 400V infrastructures from the yearly "Load Flow Document".
- Calculation and determining the cost for the provision of capacity on the electrical infrastructure for accommodation of a certain connection size on the network in R/kVA.
- Control, advise, provide preliminary and quotations according to the master plan to consults, contractors, developers
- Provision of comments and recommendations to Council on all issues with reference to existing and future electrical infrastructures, provision of electricity to new developments, and land requirements for accommodation of electrical infrastructure
- Compile estimates for budget purposes
- Keep abreast of the National Electricity Industry and Technology, development and trends.*

ADDITIONAL REQUIREMENTS:

- Communications skills
- Good human relations
- Bilingual
- Negotiation Skills
- Attention to detail skills
- Reporting skills
- Project management skills
- Leadership skills

SALARY GRADE: 005

3.11 SENIOR ENGINEER ASSISTANT//FIRST

QUALIFICATIONS: * National Diploma for Technicians (Electrical Engineering) (T3-T4) with at least two (2) years practical experience or National Technical Diploma (Electrical Engineering) (N6) and a completed apprenticeship as an Electrician. ***EXPERIENCE:** * Minimum of two (2) years practical experience of electrical distribution environments and related installations.***CORE DESCRIPTION:** The successful candidate will be responsible for the following functions:

- Perform site surveying, detail designs, material schedules, cost estimates, quotations, written comments & management of projects.
- Perform projects that may be simple connections or major systems upgrading.
- To manage the current work load within the division.*

ADDITIONAL REQUIREMENTS:

- A valid Code EB driver's license
- Computer Literacy
- Be able to function independently
- Good personnel relations
- Be fluent in English and one (1) of the other official languages.

SALARY GRADE: 007//006

3.12 FIRST DRAUGHTSPERSON

QUALIFICATIONS: * National Diploma with drafting subject. Computer skills, GIS, Data Base and CAD systems. ***EXPERIENCE:** * Ten (10) years experience, three (3) years CAD experience, computer literate, managing a drawing office, give training to subordinates.***CORE DESCRIPTION:** The successful candidate will be responsible for the following functions:

- To control progress and quality of work done by subordinates.
- Identify projects for the capital program.
- Responsible for the formation of reports and graphics regarding the operation of the drawing office.
- Responsible for drawing of plans for all departments.
- Compile income and expenditure budget as applicable to the section.
- Responsible for the compilation of work programs and procedures concerning activities in the Drawing office
- General correspondence with reference to the section.*

SALARY GRADE: 007

3.13 JUNIOR//DRAUGHTSPERSON//SENIOR

QUALIFICATIONS: * Grade 12 qualification with Technical Drawing. ***EXPERIENCE:** * Appropriate CAD experience. Communication skills and a valid Code EB driver's licence.***CORE DESCRIPTION:** The successful candidate will be responsible for the following functions:

- Drawing of plans for all divisions of CENTLEC on CAD.
- Update of electrical network master plan on CAD.
- Assist personnel and public regarding approval of building plans.
- Provide information regarding electrical network and servitudes to public and personnel.
- Handling administrative process regarding drawings.*

SALARY GRADE: 012-011/010-009//008

3.14 PLAN COPIER

QUALIFICATIONS: * Grade 8 qualification ***EXPERIENCE:** * One (1) year experience of copier and plan printing machine. ***CORE DESCRIPTION:** The successful candidate will be responsible for the following functions:

- Take care of copier and plan printing machines.
- Refill of toner used in machines.
- Making copies to the whole Department.
- Keep records of copies made.
- Filing of plans to ensure that they are in their order.*

SALARY GRADE: 016

SECTION: MEDIUM VOLTAGE

3.15 WIRING INSPECTOR

QUALIFICATIONS: * N3 + Qualified electrician, Installation rules, Master installation rules. *

EXPERIENCE: * Three (3) years of appropriate experience in a medium to large organization in supervisory capacity.*

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- Inspection of Distribution Centres for any visual faults and unsafe condition.
- Inspection and test of substations, with specified equipment (multi meter, earth tester, earth loop tester, tong tester, polarity tester) for faults and maintenance scheduling purposes.
- Inspect and test the mini substation, with specified equipment (multi meter, earth tester, earth loop tester, tong tester, polarity tester) for faults and maintenance scheduling purposes.
- Electrocution cases of any nature, with specified equipment (multi meter, earth tester, earth loop tester, tong tester, polarity tester) to find faults condition and compile reports.
- Maintenance scheduling, require information from update data base, computer work experience.*

SALARY GRADE: 008

3.16 CLERK GR I

QUALIFICATIONS: * Grade 12 qualification or equivalent and computer literacy. *

EXPERIENCE: * Minimum of two (2) years experience will serve as a recommendation.*

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- Answering telephone calls regarding complaints from the public and perform general administrative duties.*

SALARY GRADE: 011/010

SECTION: REGIONAL SERVICES (BOTSHABELO/THABA NCHU)

3.17 CLERK GR IV

QUALIFICATIONS: Grade 12 qualification and computer literacy. *

EXPERIENCE: * Minimum of two (2) years experience will serve as a recommendation.*

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- To answer and direct telephone calls regarding complaints from the public.
- Handling of customer complaints and resolving of the complaints
- Liaise with other sub-directorates in such a manner that the objectives of the sub-directorate are achieved.*

ADDITIONAL REQUIREMENTS:

- Communications skills
- Telephone etiquette
- Good human relations
- Good organizing skills
- Bilingual

SALARY GRADE: 015/013

SECTION: REVENUE PROTECTION

3.18. SUPERINTENDENT

QUALIFICATIONS: * N3 with a completed Apprenticeship and qualified as an Electrician, a Code EC1 Drivers license and a professional Driving Permit. *

EXPERIENCE: * Appropriate experience will serve as a recommendation *

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

To co-ordinate and supervise the maintenance and construction of networks in the low voltage section, inclusive of the establishment of resources requirements, staff scheduling planning and maintenance programmes for the networks, the monitoring and recording of progress on projects attending to specific administrative functions and reporting requirements and process, *

SALARY GRADE: 007

3.19 TRADE WORKER GR I//GR II //GR III//GR IV (TWO (2) POSTS)

QUALIFICATIONS: * Grade 9 is able to read and write English and one of the other official languages. Completion of Modules for GR 1. Code EB and/or EC1 Driver are License and a Professional Driving Permit. *

EXPERIENCE: * Appropriate experience will serve as a recommendation. *

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- The daily functions at the section, mainly the maintenance of meter installations and the handling of consumer complaints.
- He/she will also assist other trade workers in the section with the execution and completion of projects as well as to achieve the KPI objectives. *

SALARY GRADE: 015-013//12/1-12/2//12/3-12/0//011/1-011/2//11/3-11/0//010/1-10/2//10/3-10/0

SECTION: ENERGY & NETWORK CONTROL (CONTROL ROOM)

3.20 LEARNER//OPERATIONAL TECHNICIAN//SNR (TWO (2) POSTS)

QUALIFICATIONS: * National Diploma for Technicians (Electrical Engineering) (T3-T4) or National Technical Diploma (Electrical Engineering) (N6) and a completed apprenticeship as an Electrician. *

EXPERIENCE: * Minimum of three (3) years experience working in the electrical distribution environment and related installation.

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- Monitoring network, recording of all power failure incidences for statistical purposes, rendering of a 24 hour services for the restoration of power failures and coordination of switching activities in case of power failures.
- The work entails to work in shifts which are rotated on a weekly basis. *

SALARY GRADE: 009//008//007

3.21 ENQUIRY OFFICER (NINE (9) POSTS)

QUALIFICATIONS: * Grade 12 qualification. *

EXPERIENCE: * Two – three (2 – 3) years experience in working with customers. *

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- Receive and handle complaints regarding power failure
- Area faults you call the customer afterwards, give feedback and determine their satisfaction
- Receive general enquiries
- Enter them into a computer
- Transfer telephone call Or give messages to the person(s) concern
- Refer the consumer to the relevant person/Department. *

ADDITIONAL REQUIREMENTS:

- Communications skills
- Computer Literacy
- Problem Solving skills

SALARY GRADE: 011/010

3.22 SECRETARY

QUALIFICATIONS: * Grade 12 qualification and a Secretarial Diploma or Certificate. *

EXPERIENCE: * Minimum of three (3) years experience as a Secretary to a Senior Manager. *

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- Manage the Executive Manager's diary ensure the efficient functioning of the office.
- Arranging bi-weekly management team meetings to ensure effective management of the Directorate.
- Handle telephonic, personal and written enquiries to the Executive Manager's office to ensure sound administration.
- Type and file documentation for the office of the Executive Manager to ensure a professional finish of all documents leaving the directorate.
- Answer telephone calls to ensure efficient communication.
- Performing various administrative duties for compliance with the Directorate's or other requirements.
- Making travel and accommodation arrangements to ensure that the Executive Manager attends all the relevant events that take place elsewhere.
- Any other related duties as instructed by the supervisor. *

ADDITIONAL REQUIREMENTS:

- Computer Literacy (MS Office Application)
- Interpersonal skills
- Planning and organising
- Telephone etiquette

SALARY GRADE: 012/010

3.23 TRADE WORKER GR I//GR II //GR III//GR IV (TWO (2) POSTS)

QUALIFICATIONS: * Grade 9 is able to read and write English and one of the other official languages. Completion of Modules for GR 1. Code EB and/or EC1 Driver are License and a Professional Driving Permit. *

EXPERIENCE: * Appropriate experience will serve as a recommendation. *

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- The daily functions at the section, mainly the maintenance of meter installations and the handling of consumer complaints.
- He/she will also assist other trade workers in the section with the execution and completion of projects as well as to achieve the KPI objectives. *

SALARY GRADE: 015-013//12/1-12/2//12/3-12/0//011/1-011/2//11/3-11/0//010/1-10/2//10/3-10/0

SECTION: COMPANY SECRETARY'S OFFICE

3.24 ADMINISTRATION OFFICER

QUALIFICATIONS: * Grade 12 qualification and relevant tertiary qualification/s. *

EXPERIENCE: * Minimum of two - three (2 - 3) years of relevant administrative experience. *

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- Manage the Company Secretary's dairy ensure the efficient functioning of the office.
- Type and file documentation for the office of the Company Secretary to ensure a professional finish of all documents leaving the directorate.
- Handle telephonic, personal and written enquiries to the Company Secretary's office to ensure sound administration.
- Answer telephone calls to ensure efficient communication.
- Performing various administrative duties for compliance with the Directorate's or other requirements.
- Making travel and accommodation arrangements to ensure that the Company Secretary attends all the relevant events that take place elsewhere.
- Any other related duties as instructed by the supervisor. *

ADDITIONAL REQUIREMENTS:

- Computer Literacy (MS Office Application)
- Interpersonal skills
- Planning and organising
- Telephone etiquette

SALARY GRADE: 006

CENTLEC

4. SECURITY MANAGER

QUALIFICATIONS: * B degree or National Higher Diploma (NQF Level 5/6), Computer Literacy *

EXPERIENCE: * Minimum of two - three (2 - 3) years experience in Human Resources Management. Successful candidate has to comply with the National Key Point Act 102/98. *

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- Manages the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives with respect to public safety and disaster management through the co-ordination of operations associated with the enforcement of Municipal Policing Laws and By-laws.
- The provision of an Emergency Fire and Rescue Services in order to ensure the risk of damage to property and/or loss of lives is limited through prompt and efficient execution of sequences and application. *

ADDITIONAL REQUIREMENTS:

- Problem solving
- Analytical,
- Interpersonal,
- Communication,
- Facilitation,
- Management,
- Sound ethical judgement,
- People management

SALARY GRADE: 004

The closing date in respect of all positions will be **21 January 2011**. Applicants, who wish to be considered for a post, must post/e-mail/submit their applications and completed, detailed and comprehensive CV's and certified copies of their certificates directly to the address indicated below. The relevant telephone number can be contacted for more information.

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 (PTY) LTD

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RECRUITMENT

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We thank all applicants for their interest