



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

**ADVERTISE INTERNAL / EXTERNAL VACANCY BULLETIN – NO. 03/2020**

Applications must be submitted or posted directly to the address indicated against a particular post and must be accompanied by a Curriculum Vitae, Certified Copies of Qualifications, a Driver's License, and Identity Document. Certification must not be older than three months. **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). **CENTLEC reserves the right not to fill the post. CENTLEC subscribes to and applies the principles prescribed by the Employment Equity Act, No.55 of 1998. Preference will be given to candidates from the designated groups, in accordance with the principles of the aforementioned act in filling of these vacancy.**

**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 CHECKS.**

The closing date in respect of these positions will be **22 SEPTEMBER 2020 @ 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.

**Please note that this Vacancy bulletin consists of 01 position.**

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
1.	<p><b>EXECUTIVE MANAGER: HUMAN RESOURCES</b></p> <p>ONE (1) POST</p> <p>TOTAL COST TO COMPANY</p> <p><b>INTERNAL / EXTERNAL</b></p>	HUMAN RESOURCES	<p><b><u>Qualifications:</u></b></p> <p>A Bachelor's degree, honours or equivalent qualification in Human Resource/Labour Law (a Master's will be an added advantage).</p> <p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>• 5 - 7 years' senior management and HRM/Labour Relations applicable work experience or in a similar environment.</li> <li>• Experience in strategy and advice, policy development and governance.</li> <li>• Leadership skills, including the ability to build and motivate a team as well as willingness to deal with conflicts and problem solution.</li> </ul> <p><b><u>Core description:</u></b></p> <p><b>The successful candidate will work closely with the Board, CEO and Senior Management to:</b></p> <ul style="list-style-type: none"> <li>✓ Provide strategic direction to the human resources function, which entails the formulation and implementation of the human resources management strategy and plan, policies, procedures and guidelines and HR systems;</li> <li>✓ The role requires a high degree of strategic thinking and ability to align, develop and implement HR strategic practices to support the overall CENTLEC strategy;</li> <li>✓ The incumbent will also oversee employee development programmes (employee-wide development initiatives, ad hoc training requests, specific skill development, goal setting education, feedback, training, etc.)</li> </ul> <p><b><u>Additional requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Formulate and implement the HR Management strategy and plan.</li> <li>• Implement a sound employee development programme, performance management, rewards and recognition system, wellness and labour relations programmes and other organisational development programmes necessary for the CENTLEC environment.</li> <li>• Build quality and depth of talent, including a focus on succession and leadership/employee development to ensure</li> </ul>	<p>Office of the Company Secretary Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>All enquiries should be directed to: Mr Thabo Malgas on 051 – 412 2608 or email: thabo.malgas@centtec.co.za</p> <p><b>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</b></p>

			<p>retention of high performing and high potential talent throughout.</p> <ul style="list-style-type: none"><li>• Seek to increase organisational effectiveness by reviewing existing roles and responsibilities and recommending changes and related training.</li><li>• Coordinate the budgeting process and planning and oversee/monitor and control implementation of the capital and operational budget.</li></ul>	
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