



CENTLEEC

REG NO 2003/011612/30

CENTLEEC (SOC) LTD

RE - ADVERTISE INTERNAL VACANCY BULLETIN - NO. 01/2020

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, (where applicable) and Identity Document. Certification must not be older than three months. **ALL COST ASSOCIATED WITH AN APPLICATION WILL BE BORNE BY THE APPLICANT.**

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.

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.


The closing date in respect of these positions will be **16 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. **CENTLEEC RESERVES THE RIGHT NOT TO FILL ANY OF THESE ADVERTISED POSTS.**

Please note that this Vacancy bulletin consists of 36 positions.

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
1.	ENQUIRY OFFICER TWELVE (12) POSTS Salary Grade: 0111/010 INTERNAL / EXTERNAL	ENGINEERING: RETAIL DIVISION: CUSTOMER SERVICES SECTION: CALL CENTRE (11) ENGINEERING: WIRES DIVISION: BOTSHABELO SECTION: CALL CENTRE (1)	<p>Qualifications: Grade 12</p> <p>Experience: Two (2) to Three (3) years relevant experience.</p> <p>Core description:</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 heat 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. • Give feedback to customer on the action that was taken to resolve their complaint. • Compile statistics on power disruptions for the month / annually reports and make graphical representation of the statistics. • 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 a construction Act. ✓ Knowledge of Centlec policy and Health & Safety Act. 	<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 / 2727</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>




POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
2.	CLERK GRADE I ONE (1) POST Salary Grade: 011/010 INTERNAL	ENGINEERING WIRES NETWORK OPTIMIZATION DIVISION	<p>Qualifications: Grade 12, Certificate in Office Administration.</p> <p>Experience: Two (2) year's administration experience. Computer literate. Assertive and Interpersonal and be fluent in English.</p> <p>Core description: The successful candidate will be responsible for the following functions:</p> <p>The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> • Take minutes in Division meeting to keep records. • Update of the project list of operational purposes. • Ordering cleaning and stationary material. • Compiling staff clocking systems reports. • Open and keep record of project files. • Opening and allocation of numbers for new project files. • Keep record of Library. • Follow-up on files and make work related phone calls • Make follow ups on all requests to Supply Chain Management. • Taking telephone messages for the division and technical Team. • Attend to telephone enquiries, answering the phone and directing calls. • Safe keeping of confidential information. • Planning management team daily tasks. Correspond and communicate with clients and personnel from other division. 	Human Resources Management Private Bag X14 Bloemfontein 9300 30 Rhodes Avenue Oranjesig Bloemfontein 9301 Telephonic Enquiries: 051 – 412 2629 / 2630 / 2727
				<p align="center">CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p> 


POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
3.	CLERK GRADE I ONE (1) POST Salary Grade: 011/010 INTERNAL	ENGINEERING WIRES DIVISION: BOTSHABELO	<p>Qualifications: Grade 12, Certificate in Office Administration.</p> <p>Experience: Two (2) year's administration experience. Computer literate. Assertive and Interpersonal and be fluent in English.</p> <p>Core description: The successful candidate will be responsible for the following functions:</p> <p>The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> • Take minutes in Division meeting to keep records. • Update of the project list of operational purposes. • Ordering cleaning and stationary material. • Compiling staff clocking systems reports. • Open and keep record of project files. • Opening and allocation of numbers for new project files. • Keep record of Library. • Follow-up on files and make work related phone calls • Make follow ups on all requests to Supply Chain Management. • Taking telephone messages for the division and technical Team. • Attend to telephone enquiries, answering the phone and directing calls. • Safe keeping of confidential information. • Planning management team daily tasks. Correspond and communicate with clients and personnel from other division. 	<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 / 2727</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p> 


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4.	OIL PLANT OPERATOR ONE (1) POST Salary Grade: 013 INTERNAL	ENGINEERING WIRES DIVISION: PRIMARY PLANT MAINTENANCE	<p><u>Qualifications:</u> Grade 10 (Standard 6). Code EC1 driving license</p> <p><u>Experience:</u> Six (6) months relevant experience in oil purification.</p> <p><u>Core description:</u> The incumbent of this post will be responsible for:</p> <p>The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> • Complete daily risk assessment of work station • Start oil purification plant according to procedures. Test oil samples. • Record keeping of oil tests. Maintenance of oil plant. • Clean work area and neatness of entire oil bay. • Safe keeping of all the material, equipment and tools related to the Oil Plant Site. • Ensure that there is clean oil available. Help with loading and off-loading of oil. • In order to ensure instructions and departmental procedures are compiled with, Safety rule adhered to enabling uninterrupted functionality and the accomplishment of productivity targets/standards • Performing maintenance accordingly to the manufactures requirements on the plant <p>Additional Requirements:</p> <ul style="list-style-type: none"> • Must be able to operate at reasonable heights • Must be able to work in varying temperatures and weather • Must be able to work in noisy and dusty environment • Must be physically fit and healthy. 	<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 / 2727</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>


POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
5.	HEAVY VEHICLE DRIVER ONE (1) POST Salary Grade: 015/013 INTERNAL	ENGINEERING WIRES DIVISION: PRIMARY PLANT MAINTENANCE	<u>Qualifications:</u> Grade 10 and Code EC1 driver's licence with a PDP. <u>Experience:</u> Six months on the job training. <u>Core description:</u> The successful candidate will be responsible for the following functions: <ul style="list-style-type: none"> • Transport teams to sites. • To make area safe where the team is working. • To dig pot holes, joint holes and trenches. • Record vehicle log sheets. 	Human Resources Management Private Bag X14 Bioemfontein 9300 30 Rhodes Avenue Oranjesig Bioemfontein 9301 Telephonic Enquiries: 051 – 412 2629 / 2630 / 2727 CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED





POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
6.	<p>TEAM LEADER</p> <p>ONE (1) POST</p> <p>Salary Grade: 013/011</p> <p>INTERNAL</p>	<p>ENGINEERING WIRES</p> <p>DIVISION: PRIMARY PLANT MAINTENANCE</p>	<p><u>Qualifications:</u></p> <p>Grade 10. A valid Driver's licence with a Professional driving permit</p> <p><u>Experience:</u></p> <p>Six months on the job training.</p> <p><u>Core description:</u></p> <p>The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> • Supervising a team of General Workers. • Transport team to sites • To make area safe where the team will be working • To dig holes, joint holes and trenches • Record vehicle log sheets • To complete the administrative function. 	<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 / 2727</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p> 

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6.	<p>TEAM LEADER ONE (1) POST Salary Grade: 013/011 INTERNAL</p>	<p>ENGINEERING WIRES DIVISION: PRIMARY PLANT MAINTENANCE</p>	<p><u>Qualifications:</u> Grade 10. A valid Driver's licence with a Professional driving permit</p> <p><u>Experience:</u> Six months on the job training.</p> <p><u>Core description:</u> The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> • Supervising a team of General Workers. • Transport team to sites • To make area safe where the team will be working • To dig holes, joint holes and trenches • Record vehicle log sheets • To complete the administrative function. 	<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 / 2727</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p> 


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7.	HEAVY VEHICLE DRIVER ONE (1) POST Salary Grade: 015/013 INTERNAL	ENGINEERING WIRES DIVISION: NETWORK OPERATIONS & MAINTENANCE	<u>Qualifications:</u> Grade 10 and Code EC1 driver's licence with a PDP. <u>Experience:</u> Six months on the job training. <u>Core description:</u> The successful candidate will be responsible for the following functions: <ul style="list-style-type: none"> • Transport teams to sites. • To make area safe where the team is working. • To dig pot holes, joint holes and trenches. • Record vehicle log sheets. 	Human Resources Management Private Bag X14 Bloemfontein 9300 30 Rhodes Avenue Oranjesig Bloemfontein 9301 Telephonic Enquiries: 051 – 412 2629 / 2630 / 2727 CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED
				

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8.	CLERK GRADE I ONE (1) POST ¹ Salary Grade: 011/010 INTERNAL	ENGINEERING WIRES DIVISION: NETWORK OPERATIONS MAINTENANCE	<p>Qualifications: Grade 12, Certificate in Office Administration.</p> <p>Experience: Two (2) year's administration experience. Computer literate. Assertive and Interpersonal and be fluent in English.</p> <p>Core description: The successful candidate will be responsible for the following functions:</p> <p>The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> • Take minutes in Division meeting to keep records. • Update of the project list of operational purposes. • Ordering cleaning and stationary material. • Compiling staff clocking systems reports. • Open and keep record of project files. • Opening and allocation of numbers for new project files. • Keep record of Library. • Follow-up on files and make work related phone calls • Make follow ups on all requests to Supply Chain Management. • Taking telephone messages for the division and technical Team. • Attend to telephone enquiries, answering the phone and directing calls. • Safe keeping of confidential information. • Planning management team daily tasks. Correspond and communicate with clients and personnel from other division. 	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjeisig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630 / 2727</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p> 


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9.	JACKHAMMER OPERATOR GR I ONE (1) POST1 Salary Grade: 016 INTERNAL	ENGINEERING WIRES DIVISION: NETWORK OPERATIONS MAINTENANCE	<p><u>Qualifications:</u></p> <p>Grade 8 (Standard 6) Code C1 with a valid PRDP.</p> <p><u>Experience:</u></p> <p>Knowledge of electrician distribution networks</p> <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Team Player • Bilingualism Communication skills • Good human relations • Attention to detail <p><u>Core description:</u></p> <p>The incumbent of this post will be responsible for:</p> <ul style="list-style-type: none"> • To do road crossings • To dig pole holes • To dig joint holes • To open and close trenches 	<p>FORM/CV TO:</p> <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 / 2727</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p> <p style="text-align: right;"></p>

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
10.	TRADE WORKER GR I, II, III, IV TEN (10) POSTS Salary Grade: 015-013 //012/1-012/0/011/1-11/0/010/1-010/0 INTERNAL	ENGINEERING WIRES DIVISIONS: NETWORK OPERATIONS & MAINTENANCE STANDBY (2) PUBLIC LIGHTNING BOTSHABELO (2) POWER FAILURES RESTORATION BOTSHABELO (6)	<p>Qualifications:</p> <p>Completion of Trade Worker Modules Code C1 with a valid PDP</p> <p>Experience:</p> <ul style="list-style-type: none"> • Knowledge of electrical distribution networks <p>Skills</p> <ul style="list-style-type: none"> • Team player • Bilingualism (At least 2 official languages) • Good communication skills • Good human relations • Attention to detail <p>Main activities of this role:</p> <p>To ensure the optimum efficiency of the electrical network regarding to maintenance</p> <p>Brief description of the job purpose</p> <p>The incumbent of this post will be responsible for the optimisation of equipment and resources to extend the life expectancy of plant and equipment by effective corrective maintenance and repairs in the distribution division.</p> <p>Core description:</p> <p>The incumbent of this post will be responsible for:</p> <p>The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> • Fault finding and repairs on the electrical network • Replacement of HRC fuses (overhead line fuses) • Repairing broken 11KV and low voltage isolated overhead lines • Restoration of power failures for 24 hours 	<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 / 2727</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p> 

			<ul style="list-style-type: none"> Do repairs on the entire low voltage network in case of power failures during standby Construction, maintenance and installation of all LV and MV/cable gear Maintenance and installation of certain switching equipment Maintenance and repairs of streetlight installations Metering related activities 	
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12.	<p>KEY CUSTOMER CONSULTANT</p> <p>TWO (2) POSTS</p> <p>SALARY GRADE: 005</p> <p>INTERNAL</p>	<p>ENGINEERING: RETAIL</p> <p>DIVISION: CUSTOMER SERVICES</p> <p>SECTION: KEY CUSTOMER CARE</p>	<p><u>Qualifications:</u></p> <p>Municipal Finance Management Programme (MFMP) or B-Degree</p> <p><u>Experience:</u></p> <p>Three (3) to Five (5) years' experience in a local government finance and metering divisions.</p> <p><u>Additional Requirements:</u></p> <ul style="list-style-type: none"> Must have applicable experience Valid code 8 license Subject matter expert of expert metering systems Human relations and customer services <p>Main Activities of this role:</p> <ul style="list-style-type: none"> To manage key customer accounts and ensure that they in the correct tariff To ensure that revenue is enhanced To minimize non – technical losses. 	<p>Human Resources Management</p> <p>Private Bag X14</p> <p>Bloemfontein</p> <p>9300</p> <p>30 Rhodes Avenue</p> <p>Oranjesig</p> <p>Bloemfontein</p> <p>9301</p> <p>Telephonic Enquiries:</p> <p>051 – 412 2629 / 2630 / 2727</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p> 

		<p>Core description:</p> <p>The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> • Management of Key Customers. • Knowledge of credit control and debt collection • Knowledge of customer liaising • Auditing TOU meter data to ensure correct tariffs and billing • Managing disconnection contractors to ensure compliance with company standards and efficient, income generating disconnections. • Monitor disconnection done for illegal re-connections, and refer to Metering to handle according to pre-approved processes i.e. pole disconnections; meter removals and fines. • Handling issues pertaining to tampering/theft of electricity and illegal connections. • Organizing re-connections on disconnected properties on request of Finance. • Capturing and auditing of meter conversion and upgrade statements for upload to solar by Finance division, as well as following up and correcting wrong entries. • Investigations at specific meters as requested as requested by Finance for correction to accounts • Assist clients i.e. telephonically or walk-in, with analysis of account, handling of query and advising on way forward. 	
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13.	OPERATIONAL TECHNICIAN FOUR (3) POST SALARY GRADE: 008 INTERNAL	ENGINEERING WIRES ENERGY AND NETWORK CONTROL DIVISION	<p>Qualifications:</p> <p>National Diploma in Electrical Engineering or S4 or National Technical Diploma or N6 or Senior Electrician with two (2) years' experience.</p> <p>Experience:</p> <p>Three (3) years' experience in the Electrical Engineering field.</p> <p>Core description:</p>	Human Resources Management Private Bag X14 Bloemfontein 9300 30 Rhodes Avenue Oranjesig Bloemfontein 9301 Telephonic Enquiries: 051 – 412 2629 / 2630 / 2727 

The successful candidate will be responsible for the following functions:

- Monitor the distribution network for changes in state. Identify abnormal conditions, interpret alarms and initiate corrective action to ensure network stability.
- Record keeping, analysis and reporting of network capacity and loading to avoid network overloading and power failures.
- Eliminate erroneous and dangerous switching procedures with the use and frequent updating of network mimic diagrams.
- To take control of switching operations during planned or abnormal network conditions to restore power to customers in the shortest possible time while not compromising on safety of people or equipment.
- Compiling and issuing network switching instructions to ensure safe and correct switching procedures.
- Receiving, resolving, record keeping and analysis of customer complaint by dispatching field personnel and updating a complaint database to maximize served energy.
- Record keeping and updating of the permit and permit lock system to ensure safety of personnel.

Other Requirements:


- Effective communication skills
- Administrative orientated
- Reading and writing skills
- Healthy human relations
- Computer literacy (Microsoft)
- Ability to be multilingual

**CERTIFIED COPIES OF
QUALIFICATIONS MUST BE
INCLUDED**



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14.	HEALTH AND SAFETY OFFICER ONE (1) POST SALARY GRADE: 006 INTERNAL	OFFICE OF CEO DIVISION: SHERO MANAGEMENT SECTION :SHE OPERATIONS	<p>Qualifications:</p> <p>A three year Degree or National Diploma Health and Safety or Safety Management or equivalent qualification.</p> <p>Experience:</p> <ul style="list-style-type: none"> • 3 years administrative experience in a Health and Safety environment. • Knowledge of relevant Legislations, construction regulations, standards, incident, investigations techniques, risk assessment methodologies • Knowledge and application of related ISO 14 000, ISO 55 000 and OHSAS 18001 / ISO 45001. • Strong knowledge of Emergency Evacuation Procedures. • Computer Literate (Microsoft Office & Outlook) <p>Core description:</p> <p>The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> • Respond to employees' safety concerns and institute investigations; • To deal with customer feedback, whether positive or negative, in a courteous, • efficient and timely manner • Facilitate the investigation of accidents and unsafe work conditions, study possible causes and recommended remedial action; 	<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 / 2727</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>



			<p>Identify and test work areas for potential accident and health hazards:</p> <ul style="list-style-type: none">Record and report hazards, accidents, injuries and health issues within the workplace; <p><u>Additional Requirements:</u></p> <ul style="list-style-type: none">CommunicationRelationship ManagementTeamworkFacilitationConflict ManagementDeadline drivenExcellent interpersonal skills	
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