



## CENTLEC (SOC) LTD

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

### 1. DIRECTORATE: OFFICE OF THE COMPANY SECRETARY COMPANY SECRETARY

CENTLEC (SOC) Ltd is seeking to appoint a Company Secretary in a Five (5) Years Fixed Term Contract.

#### Qualifications:

- LLB Degree or equivalent.
- Additional Relevant Qualifications, Registrations or Certificates and/or including being an Admitted Attorney, Admitted Advocate or a Chartered Accountant may/will serve as an added advantage.

#### Experience:

- Minimum - Three (3) to Five (5) years of experience in corporate and/or Financial Governance or Legal Support Field.
- Ideal - at least Five Years (5) as an Admitted Attorney, or Admitted Advocate or Chartered Accountant.
- Added Advantage – having worked as a Company Secretary in a Regulatory Authority or Public Service or Administration or Corporate Environment may/will serve as an added advantage.

#### Core Functions:

- Strategically advise, direct, manage the Chairperson of the Board's office and the Board
- Develop and ensure implementation of secretariat policies and procedures
- Direct and participate in all Board Committees of the company and ensure board committees and board charters and terms of reference are kept up to date
- Participates in the drafting of the Strategic planning of the company
- Ensure that the company complies with Corporate Governance best practices
- Drive a culture of continuous improvement in terms of sound corporate governance and legislation
- Develop compliance Framework to ensure that the company complies with all relevant statutes and regulations
- To organize general administration for the company on behalf of the Board of Directors
- To organize the Board Committee meetings and ensure board proceedings and resolutions are properly recorded and circulated
- To ensure that the Company complies with the provisions of the Companies Act, (No.71/2008), section 88(2) thereof
- To ensure the efficient administration of the Company, particularly with regard to compliance with statutory and regulatory requirements and for ensuring that the decisions of the Board of Directors are implemented including ensuring that sound corporate Governance practice is achieved and adhered to
- Provide strategic advice to the Board on the conduct of the business in order to ensure that the development of the strategies and corporate planning are in line with sound corporate governance principles
- Ensures that the Board of Directors and Management fulfil their statutory obligations and/or requirements
- Ensure the efficient and effective functioning of the Board
- Ensure that the Company complies with all relevant Legislations
- Assess the appropriateness of Policies, Processes and Controls in respect of key areas of Legal, Regulatory and Ethical Obligations including the effective monitoring thereof
- Promote a compliance culture that values responsible conducts and compliance with internal and external obligations
- Ensure that the risk management is implemented or establish, implement and maintain a risk-based compliance plan
- Ensure that statutory deadlines are met

**Required Competencies and Skills:**

- A strategic thinker with strong analytical, communication and interpersonal skills
- Ability to exercise sound judgment, good organizational and project management skills with proven leadership record
- Business planning, administration, negotiation, financial, team working and report writing skills and/or financial ability
- Policy development and implementation skills
- Interpersonal and emotional intelligence skills
- Knowledge of Energy and/or Electricity Acts, Legislation & Regulations, Local Government and related Acts and other relevant regulatory framework.

**Employment Equity:**

Employment Equity candidates will be given preference.

**Salary Grade:**

Appropriate salary commensurate with the job-title (duties), qualifications and experience.  
All-inclusive salary package within the salary structure of CENTLEC (SOC) Ltd

## **2. DIRECTORATE: FINANCE CHIEF FINANCIAL OFFICER**

**CENTLEC (SOC) Ltd is seeking to appoint a Chief Financial Officer in a Five (5) Years Fixed Term Contract**

**Qualifications:**

- B-degree in Accounting, Finance or Business Management/Administration
- MFMA Competency Certificate / Certificate in Municipal Financial Management (SAQA qualification ID No 48965)

**Experience:**

- At least five (5) years work related experience at senior management within and/or outside the Local Government sphere
- Practical knowledge of the Local Government

**Core Functions:**

The successful candidate will be accountable to the Chief Executive Officer and be responsible for the following:

- Advice and assist the Chief Executive Officer and Senior Management in the exercise of their powers and functions assigned and delegated in terms of Municipal Finance Management Act and other relevant legislation
- Ensure the effective implementation and monitor compliance of the Municipal Finance Management Act
- Develops financial organizational strategies by contributing financial and accounting information, analysis, and recommendations to strategic thinking and direction; establishing functional objectives in line with organizational objectives
- Develops organization prospects by studying economic trends and revenue opportunities; projecting acquisition and expansion prospects; analyzing organization operations; identifying opportunities for improvement, cost reduction, and systems enhancement; accumulating capital to fund expansion
- Updates job knowledge by remaining aware of new regulations; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Foster a good working relationship with the Auditor General's Office and other stakeholders
- Develop a robust set of delegations as per Section 82 of the Municipal Finance Management Act
- The CFO is the administrative head of the Budget and Treasury office and will be involved in Budget preparation and monitoring

**Required Competencies and Skills:**

- Strategic thinker with strong analytical, communication and interpersonal skills
- Ability to exercise sound judgment, good organizational and project management skills with proven leadership record
- Business planning, administration, negotiation, financial, team working and report writing skills
- Policy development and implementation skills
- Interpersonal and emotional intelligence skills
- Knowledge of Local Government and related Acts and other relevant regulatory framework

**Employment Equity:**

Employment Equity candidates will be given preference.

**Salary Grade:** All-inclusive salary package within the salary structure of CENTLEC (SOC) Ltd

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### 3. DIRECTORATE: PERFORMANCE AND COMPLIANCE

#### EXECUTIVE MANAGER: PERFORMANCE AND COMPLIANCE

CENTLEC (SOC) Ltd is seeking to appoint an Executive Manager: Compliance and Performance in a Five (5) Years Fixed Term Contract.

#### Qualifications:

- A BA degree in Management and/or Administration or equivalent
- Post graduate qualification in management and/or administration would be an added advantage

#### Experience:

- Five (5) years working experience in a senior management position in a medium to large electricity entity/company
- Experience in preparing policy related briefings and presenting policy proposals to Board of Directors

#### Core Descriptions:

- Facilitate the compilation of the Compliance Risk Management Plan and prioritize them accordingly
- Analyze and sent out alerts on new regulations to inform management of new requirements
- Update compliance and monitoring plans and escalate same to management
- Establish mechanisms to maintain, monitor and review the performance management system of the organization
- Undertake and ensure regular compliance reporting
- Meet statutory requirements of Local Government and Electricity Sector legislations in terms of reporting
- Ensure implementation of recommendations on evaluations findings
- Ensure that compliance, risk and internal audit are understood and regarded as enablers by CENTLEC's management
- Ensure submittal of annual report and business plan to Board and Council
- Strategically advise, direct, manage the Chairperson of the Board's office and the Board

#### Required Competencies and Skills:

- Strategic thinker with strong analytical, communication and interpersonal skills
- Ability to exercise sound judgment, good organizational and project management skills with proven leadership record
- Business planning, administration, negotiation, financial, team working and report writing skills
- Policy development and implementation skills
- Interpersonal and emotional intelligence skills
- The candidate must attain the minimum competency level in the unit standards for each competency area within 18 months from the date of appointment

#### Employment Equity:

Employment Equity candidates will be given preference.

#### Salary Grade:

All-inclusive salary package within the salary structure of CENTLEC (SOC) Ltd

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### 4. DIRECTORATE: ENGINEERING: RETAIL

#### EXECUTIVE MANAGER: ENGINEERING RETAIL

CENTLEC (SOC) Ltd is seeking to appoint an Executive Manager: Retail in a Five (5) Years Fixed Term Contract.

#### Key Qualifications Requirements:

- B.Sc or B Tech in Electrical Engineering (Light Current) with Computer or equivalent
- Post Graduate qualification in Management and/or Finance will be an added advantage

**Experience:**

- At least five (5) years' experience in a senior management position in a medium to large electricity entity/company
- A post-graduate qualification in management shall be an added advantage
- Knowledge of the electricity sector
- Leadership acumen and profound insight in technical innovation management
- Local Government legislations and Energy Sector legislations
- Excellent analytical and networking skills will also be an advantage
- Experience in preparing policy related briefings and presenting policy proposals to the Board of Directors.

**Core Functions:**

- Dealing with strategic and core business issues
- Plan and develop engineering systems for CENTLEC (SOC) Ltd in line with Professional standards and legislative requirements
- Develop revenue protection systems for the economic management of CENTLEC (SOC) Ltd
- Manage the delivery of services in the changing environment
- Strategic direction for the Retail Directorate
- Manage the energy requirements of customers in an efficient manner that leads to reduction of power failures and optimize system performance
- Provide an efficient and effective metering system
- Provide the integration of the existing software systems for integrated reporting

**Required Competencies and Skills:**

- Strategic thinker with strong analytical, communication and interpersonal skills.
- Ability to exercise sound judgment, good organizational and project management skills with proven leadership record.
- Business planning, administration, negotiation, financial, team working and report writing skills.
- Policy development and implementation skills.
- Interpersonal and emotional intelligence skills.
- Knowledge of Local Government and related Acts and other relevant regulatory framework.
- The candidate must attain the minimum competency level in the unit standards for each competency area within 18 months from the date of appointment

**Employment Equity:**

Employment Equity candidates will be given preference.

**Salary Grade:**

All-inclusive salary package within the salary structure of CENTLEC (SOC) Ltd

**5. DIRECTORATE: ENGINEERING WIRES****EXECUTIVE MANAGER: ENGINEERING WIRES**

**CENTLEC (SOC) Ltd is seeking to appoint an Executive Manager: Retail in a Five (5) Years Fixed Term Contract.**

**Qualifications:**

- B.Sc in Electrical Engineering (Heavy Current) or B.Tech in Electrical Engineering (Heavy Current) or Equivalent with a Governance Certificate of Competence (GCC) (Factories)
- Registered with ECSA (Engineering Council of South Africa)

**Experience:**

- Five (5) years' experience in working in the management of a medium to large Electrical Entity with a maximum demand of 320 MW

**Core Functions:**

- Plan and develop engineering systems for CENTLEC (SOC) Ltd in line with professional standards and legislative requirements
- Strategically advise the Chief Executive Officer and the Chairperson of the Committee
- Management and delivery of the engineering services
- Manage the energy requirements of customers in an efficient and effective manner that leads to reduction of power failures and optimize the power systems performances

- Design infrastructure for the electrification programs of CENTLEC (SOC) Ltd
- Provide effective and efficient metering systems
- Establish and ensure IT governance framework and structures for CENTLEC (SOC) Ltd
- Design of street and lighting projects and provision of land infrastructure for electrical programs of the city
- Implementation and integration of alternative energy plants on the distribution system

#### **Required Competencies and Skills:**

- A Post Graduate qualification in management will be an added advantage
- Registration with Department of Labour as competent person for an electrical distribution network above ten (10) MVA is an added recommendation
- Registration with the Engineering Council of South Africa as Technologist or Professional Engineer
- Strategic thinker with strong analytical, and network skills
- Ability to exercise sound judgment, good organizational and project management skills with proven leadership record
- Business planning, administration, negotiation, financial, team working and report writing skills
- Policy development and implementation skills
- Interpersonal and emotional intelligence skills with sound communication skills
- Knowledge of Local Government and related Acts and other relevant regulatory framework
- The candidate must attain the minimum competency level in the unit standards for each competency area within 18 months from the date of appointment

#### **Employment Equity:**

Employment Equity candidates will be given preference.

#### **Salary Grade:**

All-inclusive salary package within the salary structure of CENTLEC (SOC) Ltd

The closing date in respect of these positions will be **06<sup>th</sup> July 2018 @ 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.**

**Enquiries for the above-mentioned position must be directed to:** Me Stella Molefe at **051 -412 2617/18**, All applications for the above mentioned position accompanied by a Comprehensive CV, as well as certified copies of qualifications must be hand delivered to **30 Rhodes Avenue, Oranjesig, Bloemfontein, 9300** or posted to the attention of **Human Resource Management; Private Bag X 14; BRANDHOF; 9354**

Please note that communication shall only be entered into between successful candidates for further processes, if you are not contacted within thirty (30) days, consider your application not successful.

**CENTLEC**