



CENTLEC

REG NO 2003/011612/30

CENTLEC (SOC) LTD

INTERNAL/EXTERNAL VACANCY BULLETIN – NO. 05/2020

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 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 CHECKS.


The closing date in respect of these positions will be **28 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 23 positions.

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
1.	<p>SNR SECURITY OFFICER (INVESTIGATIONS) TWO (2) POST SALARY GRADE: 007 INTERNAL / EXTERNAL</p>	<p>DIRECTORATE : PERFORMANCE AND COMPLIANCE</p> <p>SUB DIRECTORATE: SECURITY, FACILITIES AND FLEET MANAGEMENT</p> <p>DIVISION: SECURITY MANAGEMENT</p>	<p>Qualifications: National Diploma in Security/Safety on Investigation Certificates or Equivalent qualifications. Valid driver's license Code EB. Experience in the South African Police Services (SAPS) will be an added advantage.</p> <p>Experience: At least three (3) years' experience in any of the acknowledged of investigation and at least two (2) years' experience of conducting investigations, experience in court procedures, maintain and insure case docket management, gather comprehensive and complete evidence at the scene of crime. Radio communications skills, public relationship skills for information.</p> <p>Core description The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> • Investigate and report crime related incidents to limit security risks. • Provide support with the rendering of an effective and efficient internal security service to protect the officials, employees and visitors as well as information and property of CENTLEC. • Provide support with the development of a security policy and ensure adherence thereto to secure CENTLEC's assets and properties. • Provide support with administrative duties of the Security Division to ensure proper office administration 	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2702</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p>

			<p>Additional Requirements:</p> <ul style="list-style-type: none"> Identify trace and locate possible suspects. Insure suspects' attendance. Liaise with relevant departments' e.g. Labour department. <p>Applicants with criminal record or departmental cases pending need not have to apply.</p>	
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POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
2.	<p>SECURITY GUARD TWENTY (20) POSTS SALARY GRADE: 013/012</p> <p>INTERNAL / EXTERNAL</p>	<p>DIRECTORATE : PERFORMANCE AND COMPLIANCE</p> <p>SUB DIRECTORATE: SECURITY, FACILITIES AND FLEET MANAGEMENT</p> <p>DIVISION: SECURITY MANAGEMENT</p>	<p>Qualifications: Grade 12 and minimum grade C Psira certificate. Must be able to read and write English and as one of the official languages. Code EB driver's licence.</p> <p>Experience:</p> <ul style="list-style-type: none"> At least two years (2) experience on response duties and security field <p>Requirements: He or she must be registered with Psira National Key point course will be an added advantage Fire-arm competency certificate</p> <p>Core functions:</p> <ul style="list-style-type: none"> To respond to all incidents reported within the municipality areas Carrying out patrols in dedicated areas Ensure visibility on any perpetrators Minimizing the opportunity to access Centelec property Ensuring peace of mind to existing executive members by doing static duties. 	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2702</p> <p>CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED</p> 

- Investigating and reporting back on any attempted break-ins or break-in
- Must be able to deter on any illegal actions within the workplace.
- He or she must be able to do protection duties to key individual's person if required.
- Reporting to management of any violations of rules or polices within the premises.

Additional requirements:

- Should be able to undergo the fitness training prior to his/her appointment
- All candidates will be expect to undergo driving Test prior to appointment
- SAPS screening or crime check
- Medical test
- Patrolling of all Centlec sub stations and give feedback to control room
- Must be able to understand the rules of arrest

The successful candidate well be expected to undergo the following

- NKP refreshers course
- Quarterly shooting practice

To participate at NKP Annual shooting program to be in compliance with NKP Act

Applicants with criminal record or departmental cases pending need not have to apply.

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
3.	<p>SENIOR SECURITY OFFICER - FRAUD HOTLINE ONE (1) POST SALARY GRADE: 007 INTERNAL / EXTERNAL</p>	<p>DIRECTORATE : PERFORMANCE AND COMPLIANCE</p> <p>SUB DIRECTORATE: SECURITY, FACILITIES AND FLEET MANAGEMENT</p> <p>DIVISION: SECURITY MANAGEMENT</p>	<p><u>Qualifications:</u> Grade 12 with Security/Safety certificates in computer literacy. Valid driver's license Code EB.</p> <p><u>Experience:</u> At least three (3) years' experience in any of the acknowledged of Security skills and at least two (2) years' experience gained in Development of courses. Telephone Techniques skills, Telephone Communication Skills, Record keeping Management Skills. Radio Communications Skills, Public Relationship Skills</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> • He or she must be registered with Psira • A minimum grade C Psira certificate • National Key point course • Fire-arm competency certificate <p><u>Core functions:</u></p> <ul style="list-style-type: none"> • To oversees the management of fraud hotline • Utilization of equipment under his/her control • Managed external relationship with external role players e.g. SAPS • Supervise special security duties after business hours • Managing Centlec fraud hotline and corruption cases • Record keeping of all incidents reported • Handling of reports for investigation • Supervision of personnel • Control over income and expenditure 	<p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 - 412 2629 / 2702</p> <p>CERTIFIED QUALIFICATIONS INCLUDED COPIES MUST BE</p>

Additional Requirements:

- Developing and managing prevention of fraud strategies and plans
- Knowledge of Sections of the Criminal procedures Act 51/1977
- Be certified as component to handle a fire arm
- Not have a criminal record for crimes of dishonesty or violence

Other Requirements:

- Good problem solving skills
- Must have good interpersonal skills
- Submit monthly and weekly reports
- He or she must have good leadership qualities
- Must have good communication skill
- Be able to take independent decisions
- Conduct visits of identified post
- Conduct vehicle inspection of all security cars to ensure road worthy

The successful candidate will be expected to undergo the following

- NKP refresher's course
- Physical training
- Quarterly shooting practice
- To participate at NKP Annual shooting program to be in compliance with NKP Act

Applicants with criminal record or department cases pending need not have to apply.