



in an allocated time on a add hock basis.

**SUBMIT APPLICATION FORM/CV TO:**

Human Resources Management  
Private Bag X14

Bloemfontein  
9300

195 Nelson Mandela Drive  
Telkom Building

College Square  
Bloemfontein

**Telephonic Enquiries:**

051 – 412 2644 OR 051 412 2632

CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

**POST NO 16**

**POST DESIGNATION: ENGINEERING IN TRAINING**

**FIVE (5) POSTS**

**SALARY GRADE:** 006/005, INTERNAL/EXTERNAL

**DIRECTORATE:** HUMAN RESOURCE, HUMAN RESOURCE

DEVELOPMENT AND TRAINING

**QUALIFYING REQUIREMENT:**

**QUALIFICATIONS:** Graduating students in the Engineering field.

**EXPERIENCE:** Not applicable

**CORE DESCRIPTION:** The successful candidate will be provided the work set out by the Training Officer.

**ADDITIONAL REQUIREMENTS:** • Committed student. • Ability to learn and apply learned knowledge as best as possible.

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**POST NO 17**

**POST DESIGNATION: COMPLIANCE OFFICER**

**ONE (1) POST**

**SALARY GRADE:** 006, INTERNAL/EXTERNAL

**DIRECTORATE:** PERFORMANCE & COMPLIANCE, COMPLIANCE

**QUALIFYING REQUIREMENT:**

**QUALIFICATIONS:** National Diploma in Compliance or equivalent qualification, Bachelor's Degree, equivalent qualification and/or qualifications in audit, fraud and investigations will be an added advantage.

**EXPERIENCE:** A minimum of three (3) years' experience in the similar position or its equivalent.

**CORE DESCRIPTION:** The successful candidate will be responsible to assist on the following functions: • Collaborates with other departments to direct compliance issues to appropriate existing channels for investigation and resolution. • Identifies potential areas of compliance vulnerability and risk. • Develop and implement corrective action plans for resolution of problematic issues. • Provide general guidance on how to avoid or deal with similar situations in the future. • Develops and periodically reviews and updates Standards of Conduct to ensure continuing currency and relevance in providing guidance to management and employees.

**ADDITIONAL REQUIREMENTS:** • Good communication and writing skills. • Ability to work independently and as a team. • Ability to work with initiative, managing workload effectively, meeting deadlines and effective decision making. • A resilient personality with the ability to deal ambiguity and challenge whilst adaptable to change.

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**POST NO 18**

**POST DESIGNATION: SNR SECURITY OFFICERS**

**(INVESTIGATIONS) ONE (1) POST**

**SALARY GRADE:** 008, INTERNAL/EXTERNAL

**DIRECTORATE:** PERFORMANCE AND COMPLIANCE, COMPLIANCE

**QUALIFYING REQUIREMENT:**

**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.

**EXPERIENCE:** At least three (3) years' experience in any of the acknowledged of investigation and at least five (5) 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.

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

**ADDITIONAL REQUIREMENTS:** • Identify trace and locate possible suspects • Insure suspects' attendance. • Liaise with relevant departments' e.g. Labour department. • Interview suspects and take statement. • Be certified as competent to handle a fire arm.

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**POST NO 19**

**POST DESIGNATION: CONTROL CENTRE OPERATORS**

**TWO (2) POSTS**

**SALARY GRADE:** 015/014, INTERNAL/EXTERNAL

**DIRECTORATE:** PERFORMANCE AND COMPLIANCE, ACCESS

**CONTROL**

**QUALIFYING REQUIREMENT:**

**QUALIFICATIONS:** Grade 10-12 a certificate of control room or equivalent qualification, be computer literacy, know at list three (3) official language of which one must be English

**EXPERIENCE:** Two (2) years' experience as a security control room operator. Two (2) years' experience as shift worker.

**CORE DESCRIPTION:** The successful candidate will be responsible for the following functions: • Access control; request badges for visitors and vendors to control access; request vendor unlocks from patrol officer; create tickets as requested. • Alarm response/ monitoring; request alarm location response from Patrol Officers; gather information regarding all alarms and log in daily report; set-up and acquire approval for masking requests. • Perform access control requirements including but not limited to badging procedures, photographing, greeting visitors, reconciling badges, enforcing equipment policies. • Effectively use various software including but not limited to electronic ticketing and management systems and other software packages as needed. • Communicate/dispatch the Security Team during emergencies/potential emergencies/security breaches/potential security breaches. • Communicate with building occupants during emergencies/

potential emergencies and with local police and fire emergency personnel regarding on-site emergencies. • Contact Site Management and Security Management as outlined for all required correspondence in accordance with the Notification Matrix. • Proactively monitor security systems; including but not limited to Access Control, Intrusion Alarm, CCTV, audio communication, building automation, environmental, fire, life and safety systems. • Ensure facility, employees, and contractor and visitor safety and reduce the likelihood of incidents through effective utilization of technology, with emphasis on providing a measurable impact on crime, infrastructure and medical emergencies. • Provide clear and concise documentation of all incidents through available logs, shift pass down, and incident report writing systems. • Ensure clear and concise oral and written communication is provided across shifts, and to multi-tier management and security personnel.

**ADDITIONAL REQUIREMENTS:** • Ability to train and mentor new operators. • Strong interpersonal and communications skills. • Strong analytical and problem solving skills. • Good PC skills including use of Microsoft office. • Ability to work independently and part of a team.

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**POST NO 20**

**POST DESIGNATION: SECURITY OFFICER (ARMED**

**RESPONSE) SIX (6) POSTS**

**SALARY GRADE:** 008, INTERNAL/EXTERNAL

**DIRECTORATE:** COMPLIANCE & PERFORMANCE, DIVISION: SECURITY

**QUALIFYING REQUIREMENT:**

**QUALIFICATIONS:** Grade 12 and be able to read and write English and any one of the official languages. Code ED drivers licence.

**EXPERIENCE:** • Two years (2) experience on response duties. • Two year (2) experience on security field. • Two years (2) experience on static duties. Fire arm competency will service as a recommendation for short listing

**CORE DESCRIPTION:** The successful candidate will be responsible for the following functions: • 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 CENTLEC property • Ensuring peace of mind to existing executive members by doing static duties. • 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 undergone the fitness training prior to his/her appointment • All candidate 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 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

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**POST NO 21**

**POST DESIGNATION: VEHICLE INSPECTOR**

**ONE (01) POST**

**SALARY GRADE:** 008, INTERNAL/ EXTERNAL

**DIRECTORATE:** PERFORMANCE AND COMPLIANCE, FLEET

**MANAGEMENT**

**QUALIFYING REQUIREMENT:**

**QUALIFICATIONS:** N5 and Qualified as a mechanic (Light Commercial or Heavy) both advantageous

**EXPERIENCE:** Minimum of at least (3) years in a similar position

**CORE DESCRIPTION:** The successful candidate will be responsible for the following functions: • Inspects vehicle's technical conditions. • Ensure that vehicles and accessories and ancillaries are according to CENTLEC's Specification. • Provide Fleet Technical Advice. • Evaluate Vehicles identified for disposal. • Assessment of Accidental Damaged vehicles.

**ADDITIONAL REQUIREMENTS:** • Knowledge of transport legislation and OHS ACT • Knowledge of construction/ mobile equipment ( Hydraulics,, load bodies, tyres, air compressors) • Auto electrical experience • Vehicle Recovery • Fleet Maintenance Experience • Excellent customer relations skills • Good command of English and at least one other official language • Presentable • Good problem solver • Negotiating skills • Computer Literacy in the following Software: Ms Office (Word, Excel, Power Point) • Valid National Driver's License (EC ad PDP)

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**POST NO 22**

**POST DESIGNATION: MESSENGER/DRIVER**

**TWO (02) POSTS**

**SALARY GRADE:** 015, INTERNAL/ EXTERNAL

**DIRECTORATE:** PERFORMANCE AND COMPLIANCE, FACILITIES

**QUALIFYING REQUIREMENT:**

**QUALIFICATIONS:** Grade 10 (Std. 8 of Old Curriculum) and Valid Drivers EB licence and or Code A; Must be able to understand and interpret English.

**EXPERIENCE:** Minimum of at least (1) years' work experience in a similar capacity;

**CORE DESCRIPTION:** The successful candidate will be responsible for the following functions: • Render a messenger service for CENTLEC to ensure that the correspondence etc. to and from CENTLEC is delivered to correct destinations. • Render an official transport service for CENTLEC to ensure that officials and/or Board Members are able to meet their obligations. • Maintain and secure the official vehicle/ motorbike to prevent misuse and/ or theft.

**ADDITIONAL REQUIREMENTS:** • Being discreet and flexible. • Being focused and self-motivated, self-reliant and responsible. • Interacting with people and working cohesively with them. • Physically capable of carrying parcels and moving equipment. • Ability to interpret and follow instructions. • Must have driver's license (sedan and motorcycle).

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**Directors: N Mokhesi (Chairperson), DC Myeni (Deputy Chairperson),CAK Choeu, ND Mochochoko, KM Moroka, MP Mohale, MI Seoe, ZC Uwah, NA Mgoqi (CEO), LG Kritzinger (COO), TJ Ramulondi (CFO)**

