

POST REF: NO4/1. DIRECTORATE: OFFICE OF THE COMPANY SECRETARY  
COMPANY SECRETARY - ONE(1) POST  
REPORTS TO THE BOARD WITH A DOTTED LINE TO THE CHIEF EXECUTIVE OFFICER

FIVE (5) YEAR FIXED TERM CONTRACT (INTERNAL/EXTERNAL)  
SALARY GRADE: TOTAL COST TO EMPLOYER

**Qualifications:**  
LLB Degree

**Experience:**

- 5 years' experience in working as a company secretary in a regulatory authority or public service/administration environment.
- Experience in preparing policy related briefings and presenting policy proposals to Board of Directors.
- 2 years' experience in supervisory level.

**Framework:**

- Provides work leadership, and functional advice.
- Oversees legal matters requiring external legal assistance.
- Performs more complex legal functions independently with minimal supervision.

**Core Description:**

The successful candidate will be responsible for the following functions and not limited to:

- 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.
- Facilitates 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.
- Oversee the internal and external audits of the company and advise the chairperson and the Board with information related to internal and external audit.
- To organize general administration for the company Board
- To organize the Board Committee meetings and ensure board proceedings and resolutions are properly recorded and circulated.
- To coordinate and participate in the budgeting process, to identify and evaluate the risks in the company.
- Provide legal advice to the Entity's personnel as and when needed.

**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.
- Legal skills.
- Knowledge of Local Government and related Acts and other relevant regulatory framework.

POST REF: NO4/3. DIRECTORATE: ENGINEERING RETAIL  
EXECUTIVE MANAGER: ENGINEERING RETAIL - ONE(1) POST  
REPORTS DIRECTLY TO THE CHIEF EXECUTIVE OFFICER

PERMANENT (INTERNAL/EXTERNAL)  
SALARY GRADE: ALL-INCLUSIVE SALARY PACKAGE WITHIN THE SALARY STRUCTURE OF CENTLEC (SOC) LTD)

**Qualifications:**

- B.Sc./ BEng/ BTech in Electrical Engineering (Light Current or Heavy Current).
- MFMP will serve as an added advantage.

**Experience:**

- Five (5) years working experience in a senior management position in a medium to large electricity entity/company and.
- Two (2) years' experience in a supervisory level.
- Knowledge of the electricity sector.
- Leadership acumen and profound insight in technical innovation management.
- Local government legislations and Energy Sector legislations.
- Experience in preparing policy related briefings and presenting policy proposals to EXCO and Board of Directors.
- Excellent analytical and networking skills will be an advantage.

**Core Description:**

- 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.

POST REF: NO.04/2. DIRECTORATE: PERFORMANCE AND COMPLIANCE  
EXECUTIVE MANAGER: PERFORMANCE AND COMPLIANCE - ONE(1) POST  
REPORTS DIRECTLY TO THE CHIEF EXECUTIVE OFFICER

PERMANENT (INTERNAL/EXTERNAL)  
SALARY GRADE: ALL-INCLUSIVE SALARY PACKAGE WITHIN THE SALARY STRUCTURE OF CENTLEC (SOC) LTD)

**Qualifications:**

- A degree in Business Administration/ B. Comm General Management.
- MFMP will serve as an added advantage.

**Experience:**

- Five (5) years working experience in a senior management position in a medium to large company and
- Two (2) years' experience in a supervisory level.
- Experience in preparing policy related briefings and presenting policy proposals to Board of Directors.

**Core Description:**

- Facilitate the compilation of the Compliance Risk Management Plan and prioritize them accordingly.
- Analyze and send 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 and present the Entity's performance to the ARC and the Board of directors.
- In charge of Facilities and Security Management.

**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.

- Manage the delivery of services in the changing environment.
- Strategic direction of 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.

**NOTE: The Entity's employment Equity plan will apply. Qualifications and SA citizenship checks will be conducted on all short-listed candidates. Successful candidates will be subjected to competency, (psychometric) assessments, security clearance and other additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The successful candidate will be required to sign an employment contract, a performance agreement, and the disclosure of financial interest before commencement of his/her duties.**

**Enquiries for the above-mentioned position must be directed to: Me Lorraine Mkhwane on 051 412 2727, email: Lorraine.Mkhwane@centlec.co.za**

Please note that communication shall only be entered into between the successful candidate for further processes.

The closing date in respect of this position will be 26 November 2023. All applications must be made on the Entity's official application form. Applicants, who wish to be considered for this position, must email their application form together with their detailed CV's and certified copies of their certificates, ID document and Driver's license. The relevant telephone number can be contacted for more information. 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 email your application to:  
employ1@centlec.co.za  
employ2@centlec.co.za  
employ3@centlec.co.za

We thank all applicants for their interest

Applications must be sent to the email address provided and reference must be made against a particular post, 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 six months. An applicant MUST complete the prescribed CENTLEC (SOC) LTD Employment application form(Z83), failure to adhere to the contents of this advert will lead to applications being disqualified. 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) and the Employment Equity Act, 1998 (Act 55/1998) in filling of these vacancies. The Entity is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Entity. It is the Entity's intention to promote equity in terms of race, gender, and disability through the filling of these positions with a candidate whose transfer/promotion/appointment will promote representativity in line with the numerical targets as contained in the Employment Equity Plan.

**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. APPLICANTS WILL BE REQUESTED TO GIVE THE ENTITY CONSENT TO VERIFY THEIR QUALIFICATIONS, FAILURE WHICH THEIR APPLICATION WILL BE DISQUALIFIED.**

**CENTLEC RESERVES THE RIGHT NOT TO FILL ANY OF THESE ADVERTISED POSTS. PLEASE NOTE THAT THE ENTITY WILL UNDER NO CIRCUMSTANCES REQUEST APPLICANTS TO PAY MONIES IN ORDER TO BE APPOINTED TO THE ADVERTISED POSITIONS. NO HAND DELIVERED APPLICATIONS WILL BE ACCEPTED.**