



CENTLEC

REG NO 2003/011612/30

CENTLEC (SOC) LTD

INTERNAL / EXTERNAL VACANCY BULLETIN – NO. 08/2025

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, failure to adhere to the contents of this advert will lead to applications being disqualified. **ALL COSTS ASSOCIATED WITH AN APPLICATION WILL BE BORNE BY THE APPLICANT. FOR RE-ADVERTISEMENTS, THOSE WHO PREVIOUSLY APPLIED SHOULD RE-APPLY.**

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. All appointments will be made in line with CENTLEC (SOC) Ltd's Employment Equity plan. CENTLEC (SOC) Ltd support the recruitment and advancement of individuals with disabilities. For us to fulfil this purpose, candidates can disclose their disability information on a voluntarily basis. The Company will keep this information confidential unless we are required by law to disclose this information to other parties.

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.

The closing date in respect of these positions will be **20th of June 2025 @ 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 the Entity, 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. 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.**

Please note that this vacancy bulletin consists of 74 positions.

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
1.	SECURITY GUARD TWELVE (12) POSTS <u>SALARY GRADE:</u> 013/012 R 225 636 to R 274 344 INTERNAL / EXTERNAL	PERFORMANCE AND COMPLIANCE SECURITY, FACILITIES AND FLEET MANAGEMENT SECURITY MANAGEMENT	<u>Qualifications:</u> Grade 10 and minimum grade C Psira certificate grade C. Must be able to read and write English and as one of the official languages. Code EB driver's licence. <u>Experience:</u> At least two years (2) experience on response duties and security field Fire arm competency will serve as a recommendation for short listing <u>Framework:</u> ✓ He or she must be registered with Psira ✓ National Key point course will be an added advantage ✓ Fire-arm competency certificate <u>Core functions:</u> The successful candidate will be responsible for the following functions and not limited to: • 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	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
2.	SECURITY OFFICER (ARMED RESPONSE) TWELVE (12) POST <u>SALARY GRADE: 008</u> R 417 480 to R 459 012 INTERNAL / EXTERNAL	COMPLIANCE AND PERFORMANCE DIVISION: SECURITY MANAGEMENT	<u>Qualifications:</u> Grade 12 and PSIRA Grade B/C, Armed response certificate and a business purpose Certificate. Additional training or certifications in security or law enforcement will be an added advantage. Firearm competency and a valid driver's licence. <u>Experience:</u> At least three to four (3-4) years' experience as an armed response or a security guard. <u>Core description:</u> The successful candidate will be responsible for the following functions and not limited to: • Conducting regular patrols of designated areas, including CENTLEC premises, both on foot and in a security vehicle. • Monitoring for any suspicious activities, unauthorized access, or security breaches. • Responding promptly to security alarms, emergencies, and distress calls. • Maintaining high visibility as a deterrent to potential security threats. • Detecting potential security threats, enforce safety protocols. • Providing a visible security presence to maintain a secure environment. • Responding swiftly and effectively to security incidents, such as intrusions, disturbances, or safety hazards. • Taking immediate action to mitigate risks, secure the area, and provide assistance, or support as required. • Coordinating with relevant authorities, such as law enforcement or emergency services, when necessary	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

			to key individual's person if required. • Reporting to management of any violations of rules or policies within the premises. <u>Additional requirements:</u> • 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.	
--	--	--	---	--

			Additional Requirements: • Be competent with a firearm • Must undergo fitness training • Will be expected to undergo driving test • SAPS screening or criminal 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 will be expected to undergo the following: NKP refreshers course and quarterly shooting practice. Participate at NKP Annual shooting program to be compliant with NKP Act. • Applicants with criminal record or departmental cases pending need not apply.	
--	--	--	---	--



POST REF	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
3.	GENERAL WORKER FIFTY (50) POSTS <u>SALARY GRADE:</u> 016 R 200 256 EXTERNAL	PERFORMANCE AND COMPLIANCE DIRECTORATE ENGINEERING WIRES	<u>Qualifications:</u> Grade 8 and acceptable state of health. Language proficiency in at least two (2) official Languages <u>Experience:</u> Ability to perform the job competently and to communicate with other people on a higher level e.g. Managers. Appropriate hard labour experience will serve as a recommendation. <u>Core description:</u> The successful candidate will be responsible for the following functions and not limited to: • Cleansing of offices on daily basis. • Ensure regular removal and disposal of any waste from the Offices including the dustbins. • Maintaining the kitchen ensuring that it remains in hygienic conditions at all times. • Making and serving beverages to the personnel and guests visiting the Office. • Washing utensils and cleaning kitchen floors, cupboards and equipment with detergents and / or cleaning aides. • The cleaning of the parking areas on a daily basis. • The cleaning of the office accommodation and toilets • To ensure an effective support service to the immediate supervisor regarding the cleaning of the parking areas.	Email: employ1@centlec.co.za or employ2@centlec.co.za or employ3@centlec.co.za Telephonic Enquiries: 051 - 412 2629 / 2626/ 2630 <u>PLEASE DO NOT SEND TO ALL EMAILS</u> CERTIFIED COPIES OF QUALIFICATIONS MUST BE INCLUDED

			<u>OTHER FUNCTIONS:</u> • Digging of trenches, pole holes, installation of cable and back fitting of trenches under the leadership of a Team Leader.	
--	--	--	--	--

TOTAL POSITIONS: 74

APPROVED:

CHIEF EXECUTIVE OFFICER

DATE: 2025/06/09