



The National Energy Regulator (NERSA) is a regulatory authority established as a juristic person in terms of Section 3 of the National Energy Regulator Act, 2004 (Act No. 40 of 2004). NERSA's mandate is to regulate the electricity, piped-gas and petroleum pipeline industries in terms of the Electricity Regulation Act, 2006 (Act No. 4 of 2006), Gas Act, 2001 (Act No. 48 of 2001) and Petroleum Pipelines Act, 2003 (Act No. 60 of 2003). The structure of the Energy Regulator consists of nine members, five of whom are part-time and four are full-time, including the Chief Executive Officer (CEO). The Energy Regulator is supported by a secretariat under the direction of the CEO. The Energy Regulator wishes to recruit personnel with appropriate competencies in the following areas:

**Compliance Monitoring Engineer**  
**Department: Electricity Licensing, Compliance and Dispute**  
**Resolution (ELC)**  
**Package: R564 671.00 – R710 640.00 per annum (CTC)**  
**(Ref. HR06/19)**

**Requirements:** \* A Bachelor of Science Degree in Electrical Engineering (BSc-Elec. Eng) or a Bachelor of Electrical Engineering (B Eng-Elec) \* A post graduate qualification will be an added advantage \* Minimum of Three (3) years working experience in Electricity Supply Industry (ESI) in Distribution/Transmission/Generation \* Knowledge and experience in Power Systems is necessary.

**Candidates must be competent in the following:** \* Good Analytical Skills \* Financial Skills \* Modelling and spreadsheets \* Presentation Skills \* Interpersonal Skills \* Negotiation Skills \* Writing Skills \* Planning and Organization Skills \* Time management \* Problem solving Skills \* High level of computer Skills \* Communication (verbal and written) \* Report writing.

**Key responsibilities:** Reporting to the Head of Department: Electricity Licensing, Compliance and Dispute Resolution, the incumbent will ensure compliance of electricity distributors/transmitters/generators to licence conditions. The Compliance Monitoring Engineer will be responsible for the planning and execution of the entire process that will lead to compliance by licensees. **The successful incumbent will:** \* Develop, maintain and implement compliance monitoring framework for Electricity Distribution Industry (EDI) in accordance with the relevant legislation, industry codes of practice, directives and standards \* Monitor the performance of Distribution Licensees to assess the adequacy of operations with regulatory requirements \* Conduct compliance audits of Distribution Licensees and compile audits reports \* Ensure Distribution Licensees implemented corrective action \* Ensure mechanisms are in place to address technical

inadequacies in the Electricity Distribution Industry (EDI) \* Regular interactions with Distribution Licensees \* Assist other departments with technical enquiries and provide expert advice to the EDI \* Carry out any other activities assigned by the Head of Department.

**Licensing Officer**

**Department: Electricity Licensing, Compliance and Dispute Resolution (ELC)**

**Package: R264 803.00 – R389 432.00 per annum (CTC)  
(Ref. HR07/19)**

**Requirements:** \* A Diploma in Administration \* Minimum of Two (2) years working experience in a customer services environment \* Knowledge and experience in Licensing processes. \* Knowledge of the Electricity Supply Industry (ESI) \* Understanding of Municipal structures.

**Candidates must be competent in the following:** \* Good Analytical Skills \* Financial Skills \* Modelling and spreadsheets \* Presentation Skills \* Interpersonal Skills \* Negotiation Skills \* Writing Skills \* Planning and Organization Skills \* Time management \* Problem solving Skills \* High level of computer Skills \* Communication (verbal and written) \* Report writing.

**Key responsibilities:** Reporting to the Head of Department: Electricity Licensing, Compliance and Dispute Resolution, **The successful incumbent will:** \* Handle of licensing matters – including amendments, exemptions, transfers, withdrawals and revocations \* Recording of licensing matters in the Department\* Collaboration of information for the licensee database\* Prepare and send information (licences, maps, areas of supply) requested by Licensees \* Arrangements of meetings with licensees where necessary \* Tracking and updating outstanding information from licensees \* Creating and updating electronic and hard copying filing system of licensees \* Administration of Departmental page on IDMS \* Carry out any other activities assigned by the Head of Department.

Enquiries for these two (2) positions should be directed to: **Mr. Dennis Seemela** on **(012) 401-4600**

**Personal Assistant**

**Department: Petroleum Pipelines Regulations Division (PPR),  
Executive Manager's Office (EM's Office)**

**Package: R252 767.00 – R341 487.00 per annum (CTC)  
(Ref. HR08/19)**

**Requirements:** \* A Secretarial or Administrative Diploma \* Minimum of Five (5) years working experience in a Secretarial/Administrative position.

**Candidates must be competent in the following:** \* Communication Skills \* Administrative Skills \* Interpersonal Skills \* Typing Skills.

**Key responsibilities:** Reporting to the Executive Manager: Petroleum Pipelines Regulations (PPR), the incumbent will: Provide a Secretarial and administrative service to the Executive Manager according to his/her needs, sound secretarial practice and organisational standards. **The successful incumbent will:** \* Meet with Executive Manager on a daily basis to synchronize dairies and arrange, cancel meetings accordingly \* Receive all incoming calls and visitors by directing them according or

attending to their needs or appointment requirements \* Compile various documents by using a computer to type reports, presentations according to sound secretarial practice and organisational administrative standards \* Attend to travel arrangements by affecting the necessary bookings according to organisational procedures and policies \* Develop and maintain a filing system to ensure the efficient storage and access of departmental information according to sound administrative practice \* Attend meetings to take minutes, type and distribute according to the meeting requirements \* Arrange functions according to managers needs and organisational policies \* Provide a general office support function by faxing and copying documents according to the managers and administrative needs.

Enquiries for this position should be directed to: **Ms. Xolile Mtwana** on **(012) 401-4600**.

**Receptionist**  
**Department: Communication and Stakeholder Management (CSM)**  
**Package: R197 129.00 – R266 297.00 per annum (CTC)**  
**(Ref. HR09/19)**

**Requirements:** \* A Matric (Grade 12) Certificate \* A Certificate or Diploma in Business and Office Administration will be an added advantage \* Minimum of One (1) year experience as a Receptionist.

**Candidates must be competent in the following:** \* Good communication Skills (verbal and written) \* Computer Skills \* Administrative Skills \* Interpersonal Skills \* Typing Skills.

**Key responsibilities:** Reporting to Head of Department – Communication Stakeholder Management, the incumbent will be required to provide support to a business's administrative objectives. **The successful incumbent will:** \* Manage the Reception Area \* Answering telephone calls and enquiries of the company services \* Venue Bookings \* Handling of mail and other deliveries \* Directing visitors and handling packing vouchers for them \* Maintain excellent standard at the reception area \* Answering call and delivering messages \* Ad hoc activities as requested by the Head of Department.

Enquiries for this position should be directed to: **Mr. Charles Hlebela** on **(012) 401-4600**.

**The employment decision shall be informed by the Employment Equity Plan of the organization.**

**CLOSING DATE FOR (HR06/19 TO HR09/19): 17 March 2019**

Interested persons can forward a comprehensive CV to [applications@nersa.org.za](mailto:applications@nersa.org.za) or National Energy Regulator of South Africa, Human Resources Department, PO Box 40343, Arcadia, Pretoria, 0007, **for attention: Ms. Elizabeth Duma**.

**NB: Applications received from recruitment agencies will not be accepted.**

**It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation.**

**Persons with disabilities are encouraged to apply.**

If you do not hear from NERSA within one month of the closing date, please accept that your application was unsuccessful.