



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNP/20240404/1703
Advert Reference Number:	DTP022/04/24
Job Title:	Manager Energy and Utilities
Job Level:	Paterson D2
Vacancy Type:	External
Salary:	R757,200 to R1,135,800 Total Cost to Company. Cellphone allowance of R1,189 per month. Non-guaranteed performance bonus. 22 Working days leave per annum.
Department:	DUBE TRADEPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Assets and Operations
Number Of Posts:	1

Duties/Responsibilities:

To direct and manage all operational matters related to energy and utilities at DTPC and to ensure delivery of the highest standard to DTPC, tenants and stakeholders.

Billing Accounts Management

Manage development of a system to capture and monitor all DTPC's utilities accounts with the municipality.

Manage development of a system for recording and monitoring DTPC's monthly billing details

Manage development of a system for recording and monitoring monthly consumption and billing details for tenants in DTPC owned buildings.

Oversee Identification and monitoring of billings errors, query with the municipality and keeping of traceable records.

Train personnel on the relevant and approved billing procedures

Manage resolution of billing enquires from tenants.

Assist Property Commercial in terms of decisions related anomalies arising from tenant's' utilities bill.

Metering and Usage Management

Manage automation of reading of meters.

Deploy smart meters and fully utilise their benefits/value in order to reduce costs and improve efficiencies.

Manage capture and analysis of data from smart meters in order to make decisions for process as well as energy and utilities cost improvements or optimisation.

Manage reporting or sharing of data with relevant stakeholders (e.g. Property Commercial, Finance Debtors, Environmental Services etc.).

Investigate and manage usage and human behavioural practices that are leading to wastage of energy and utilities.

Implement improvement interventions e.g. training and awareness of staff and tenants.

Smart Technologies and Data Management

Investigate and keep abreast with global developments in terms of technologies that could benefit DTPC.

Lead research and projects to leapfrog DTPC ahead of the local market in terms of technological advancement that is relevant, necessary, green, sustainable and resulting in overall cost effectiveness for DTPC operations.

Implement and maintain a progressive automated meter reading (AMR) system and a building Management system (BMS) in DTPC facilities.

Manage provision of smart early warning systems for various parameters in critical areas of the DTPC business facilities.

Manage provision of a system or/and data engineering capability and capacity to manage the data generated by the smart devices in order inform management decisions.

Manage the conceptualisation, planning and rollout of smart systems to control energy and utilities and to limit operating costs.

Provide Techno Economic analysis to support proposed technology or projects.

Energy and Utilities Cost Management

Review and implement the Energy Management Policy and strategy.

Develop any other relevant policy to support the mandate and function of the department.

Design and update reporting dashboards for various utilities.

Manage development and update of relevant forms, work instructions and standard operating procedures for effective use and management of energy and utilities.

Identify and scope initiatives that target key areas where DTPC can optimise consumption or usage in order to realise a reduction in cost of energy or utilities.

Establish appropriate KPI's or matrices to measure and monitor the contributors to energy and utilities cost, with the aim of controlling this cost within acceptable limits for the operations at DTPC.

Manage identification of anomalies in monthly costs that could be a result of operational inefficiencies, and apply corrective measures to prevent further wastage.

Report on interventions and cost performance in terms of energy and utilities.

Manage the division's performance against APP targets ensuring that due care is taken in order to achieve a relevant APP target/s.

Projects and Lean Operations Management

Advise Property and Investment teams with energy or utilities related enquiry while they are responding to investment applications.

Participate in relevant operations forums including La Mercy Joint Venture (LMJV) operations working group, and investment Planning and Development Committee (IPDC).

Manage planning, scoping and implementation of relevant projects in order to assist the division to meet its mandate for reduction of operating costs.

Manage any relevant project deemed important for operations.

Identify and implement opportunities for operating in a lean manner, reducing or eliminating wastage where it occurs on a continuous basis for infrastructure projects

Contract and Financial Management

Prepare and submit budget for the area of responsibility to the Senior Manager for approval.

Monitor expenditure against approved budget.

Prepare terms of reference and cost estimation for energy and utility related procurements.

Prepare variation memo and submit for approval by the Bid Adjudication Committee (BAC).

Prepare contract financial management tool (CFMT) on receipt of invoices for pest control management.

Review invoices to ensure the costs align to service provider's /supplier's contract rates and service level agreement.

Process invoices on a monthly basis and follow up with Finance in terms of payment.

Engage with service providers on price escalations, quotations and work orders

People Management

Manage, support and motivate staff to perform at expected level.

Support training and development of skills for staff members.

Maintain Performance Agreements and Performance Assessments for staff.

Take ownership and continuously monitor achievement of Annual Performance Plan and related targets.

Provide exemplary leadership that demonstrates the values of DTPC.

Qualifications and Experience:

Degree in Electrical Engineering or equivalent.
Certified Energy Manager will be an added advantage.
6 - 8 years' experience, of which at least 3 years should be at a supervisory or middle management level.
Customer service experience would be an added advantage.
ECSA as Pr Eng or Pr Tech Eng registration.
Code EB Driver's License.
Computer Literacy (Ms Office: Word, PowerPoint, Excel).

Essential Knowledge, Skills and Competencies Required:

Knowledge of analysis of billing and tariff structures.
Knowledge of Smart IOT tools.
Knowledge of metering.
Technical report writing (graphs and tables etc.) skills.
Understanding of the Public Finance Management Act (PFMA).
Understanding of public sector procurement processes.
Quantitative Research Skills.
Systems Thinking and Cost Awareness

Additional Information

Analysis and problem solving, Judgement and decision making, Systematic thinking, Self-confidence, Organisational commitment, Integrity, Reliability, Facilitating teamwork, Written and oral communication, Interpersonal sensitivity, Planning, Decisiveness and Networking.

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 26 Apr 2024

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- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

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