

VACANCY NOTICES

METER READER (x2)

Business Unit: Supply Business
Paterson Grade: B2
Duty Station: Omaruru and Walvis Bay

CASHIER

Business Unit: Supply Business
Paterson Grade: B3
Duty Station: Omaruru

Erongo Regional Electricity Distributor Company (Pty) Ltd, commonly known as Erongo RED is mandated to distribute and supply electricity in the Erongo Region. We are proud to announce that Erongo RED is an equal opportunity employer. Qualified applicants from the designated groups defined in the Affirmative Action (Employment) Act, Act No. 29 of 1998 are encouraged to apply. Preference will be given to women and persons with disability.

THE PURPOSE OF THE JOB:

The role of the **Meter Reader** is to execute revenue protection duties, which includes taking electricity readings and reporting of irregularities and meter defects on consumer premises.

QUALIFICATIONS REQUIRED:

- Grade 12 with 20 points in five (5) subjects including at least an E-symbol in English.

ADVANTAGEOUS QUALIFICATIONS:

- Grade 12 plus Level 1 Electrical Trade Certificate

KEY PERFORMANCE AREAS:

- Internal & External liaison effectiveness
- Carry out Meter Reading, recording and reporting duties
- Carry out day-to-day administration and reporting on relevant data
- Comply to and implement Erongo RED SHE policies and procedures
- Professional Development & Growth
- People and performance Management

LEVEL OF EXPERIENCE:

- Two (2) years experience in the electrical environment

LICENSE REQUIRED:

- Code B plus two (2) years driving experience

SPECIAL WORKING CONDITIONS:

- Irregular working hours (when required)

THE PURPOSE OF THE JOB:

The role of the **Cashier** is to receive money from customers on a daily basis, process receipts, draw up daily reports and to interact with customers to provide information in response to queries about products & services and handle and resolve complaints.

QUALIFICATIONS REQUIRED:

- Grade 12 with 20 points in five (5) subjects including at least an E symbol in English.

ADVANTAGEOUS QUALIFICATIONS:

- None

KEY PERFORMANCE AREAS:

- Customer Satisfaction (Internal & External)
- Process payments and/or transactions done at the Cashier area
- Provide Customer Care Services
- Carry out Financial Administration and Reporting on the Cashier functions
- Professional Development and Growth
- People and Performance Management

LEVEL OF EXPERIENCE:

- Cashier, Customer Care & Relations: Two (2) years

LICENSE REQUIRED:

- Code BE Driver License (Optional)

Applicants who comply with the above-mentioned requirements may submit their CV's plus certified copies of educational qualifications to: **Mr. Daniel Kuzatjike: Human Capital and Corporate Services Division, P.O. Box 2925, Walvis Bay, Contact Details: 064-201 9051 or hand deliver at Erongo RED Head Office, 91 Hage Geingob Street, Walvis Bay.** Please note that no documents will be returned and no faxed or e-mailed applications will be accepted. Only short listed candidates will be contacted for interviews.

Closing Date: Tuesday, 24 October 2023