



VACANCY

REFERENCE NR	:	VAC00852
JOB TITLE	:	Manager: Vetting Services
JOB LEVEL	:	D2
SALARY	:	R 487 405 – R 812 342
REPORT TO	:	Senior Manager: Integrity Management
DIVISION	:	CRO: Executive Risk Management
DEPT	:	SD OPS: Security Vetting
LOCATION	:	SITA Centurion
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To effectively execute, manage and coordinate the security vetting function in accordance with the memorandum of understanding between the State Security Agency and SITA in order to mitigate personnel related risks to the company, its clients and stakeholders.

Key Responsibility Areas

- Ensure implementation and execution of the MoU between SITA and the SSA and aligning it with corporate strategic objectives;
- Monitoring and evaluation of vetting policies, standards and procedures in order to continuously improve on new vetting developments;
- Manage and oversee the pre-employment vetting process in order to mitigate the organisational risk on new recruits (permanent and fixed term employment);
- Manage the submission of pre-employment and security clearance reports to ensure compliance and adherence to vetting policies, procedures and standards; and
- Implement management of resources.

Qualifications and Experience

Minimum: 3-year National Higher Diploma / National First Degree in Human/Social Sciences. Security Vetting Fieldwork training successfully completed through either the State Security Agency or Defence Intelligence. Business Management qualification (Programme, Certificate, Diploma or Degree).

Preferable: Postgraduate qualification in Human/Social Sciences. Security Vetting Evaluation training.

Experience: 6-7 years working experience in Security Vetting within a corporate/public sector organisation including experience as a Manager/Specialist in a corporate/public sector organisation. The incumbent will be required to travel to other SITA Provincial offices.

Technical Competencies Description

Knowledge of: Security Vetting systems, processes and procedures; Pre-employment Vetting systems, processes and procedures; Personnel Suitability Checks;

Legislative framework and related policies governing security vetting in South Africa; People Risk Management: general principles, processes and procedures; Forensic Investigations: general principles, processes and procedures; General Intelligence and Counter Intelligence principles; National Vetting Strategy; Roles and responsibilities of a Vetting Fieldwork Unit (VFU); Security Vetting requirements of the State Security Agency and Defence Intelligence; Financial Management. Skills: Corporate Governance; Leadership competency: Communicating and Influencing; Honesty, Integrity and Fairness; Outcomes driven; Planning and Organising; Managing People and Driving Performance; Decision-making; Responding to Change and Pressure. Behavioural competency: Active listening; Attention to Detail; Analytical thinking; Disciplined; Resilience; and Stress Management.

Other Special Requirements

N/A

How to apply

Internal candidates must apply using this email address: Masego.internalrecruitment@sita.co.za

External candidates must apply using this email address: Masego.recruitment@sita.co.za

Closing Date: 19 February 2021

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on its Employment Equity Plan. Correspondence will be limited to short listed candidates only.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicants' documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV's from Recruitment Agencies will not be accepted.
- CV's sent to incorrect email address will not be considered.