



VACANCY

REFERENCE NR	:	VAC00139
JOB TITLE	:	Pre-employment Vetting Officer
JOB LEVEL	:	C5
SALARY	:	R 455 638 – R 683 457
REPORT TO	:	Manager Vetting
DIVISION	:	GRCI
DEPT	:	Integrity Management
LOCATION	:	SITA Centurion
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To professionally execute pre-employment vetting requests in accordance with the relevant internal policies and procedures in order to ensure that SITA only appoints candidates who meet the minimum security, integrity and qualification requirements.

Key Responsibility Areas

Execute pre-employment vetting requests. Execute security screening of contractors. Maintain pre-employment vetting systems. Initial administrative processing of security clearance applications.

Qualifications and Experience

Minimum: Matric + 3-year Degree in Human/Social Sciences, Forensic Investigation, Risk Management or Criminology. Added advantage: Postgraduate qualification; Certified Fraud Examiner; Certified Ethics Officer. A car and valid driver's license are required.

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Experience: 3-5 years' working experience in Recruitment and Selection, Security Vetting, Risk Management or Forensic Investigation.

Technical Competencies Description

Knowledge of: People risk assessment - collection and verification of information, analysis of information collected, identification of people related risks, mitigation and recommendation; General pre-employment vetting policies, systems and procedures; National Qualifications Framework; Recruitment and selection.

Other Special Requirements

N/A.

How to apply

Kindly send you CV to: Thulisa.recruitment@sita.co.za

Closing Date: 02 November 2021

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- 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 considered.
- CV's sent to incorrect email address will not be considered