



## VACANCY

REFERENCE NR	:	VAC01152
JOB TITLE	:	Pre-employment Vetting Officer
JOB LEVEL	:	C5
SALARY	:	R 455 638 - R 683 457
REPORT TO	:	Manager: Vetting Services
DIVISION	:	Governance and Risk, Compliance and Integrity (GRCI)
DEPARTMENT	:	GRCI - 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 Area

- 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. Own transport and a valid driver's license are also required.

**Added advantage:** Postgraduate qualification; Certified Fraud Examiner; Certified Ethics Officer.

**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 processes - 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 (NQF); Recruitment and selection processes;

### Other Special Requirements

N/A

### How to apply

To apply please log onto the e-Government Portal: [www.eservices.gov.za](http://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 [www.eservices.gov.za](http://www.eservices.gov.za), then follow the below steps:

1. Click on "Employment & Labour;
2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support contact [egovsupport@sita.co.za](mailto:egovsupport@sita.co.za) OR call 080 1414 882

**CV`s sent to the above email addresses will not be considered**

**Closing Date: 14 December 2023**

#### **Disclaimer**

SITA is an Employment Equity employer and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted 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 the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a balance scorecard 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.