



VACANCY RE ADVERTISEMENT

REFERENCE NR	:	VAC00517/24
JOB TITLE	:	VIP Protection and Advanced Driver
JOB LEVEL	:	C3
SALARY	:	R 334 527 – R 501 790
REPORT TO	:	Managing Director
DIVISION	:	Office of the Managing Director
DEPT	:	Office of the Managing Director
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To provide safe and timely protection and transportation services to Managing Director on a daily basis and assist with office administration where required.

Key Responsibility Areas

- Close protection of Managing Director
- Transport the Executive member(s) to and from destinations in a comfortable, safe and efficient manner.
- Handle minor and coordinate major vehicle maintenance indirectly through third party service companies.
- Run various errands as and when required
- Assist with Office administration as and when required.

Qualifications and Experience

Required Qualification: 3-year National Diploma or Degree in Transportation and Security management or equivalent. A current and valid South African Driver's License and own transport. Advanced driving certification. Security management certification. Certified firearm training and valid firearm licence and a competency certificate.

- PSIRA Certificate and Body Guarding CPO Training will be an added advantage.

Experience: 3-4 years of working experience in the related field and driving VIPs.

Technical Competencies Description

Successfully complete a background investigation and a preemployment test. Maintain current active status of all required licences at all times. Safety first and good driving habits. Ability to drive in all-weather conditions. Physically fit and healthy with good visioning and hearing. Familiarity with GPS devices and/or map apps and able to read and follow a map. Sufficient knowledge of traffic laws and hold fast entirely to them. Excellent knowledge of personal security. Security management skills. Firearm competency. Ability to handle both common and crisis situations calmly and efficiently. Understanding and application of risk and threat assessments. Ability to physically protect the VIP in crisis situations. Knowledge of relevant and effective integrated security tactics and strategies to address security risk factors. Excellent time management skills. Exceptional problem solving and decision-making skills.

Emotional Intelligence. Knowledgeable in driving high end luxury cars. Flexible and innovative, with strong sense of responsibility. Good verbal and written communicative skills (English language). Ability to exercise extreme confidentiality and discretion. Client orientation and good customer service skills. Computer literacy. Have punctuality and a strong sense of urgency. Ability to be focused and alert at all times. Ability to drive long distances and sit for long periods of times. Knowledge and experience in advanced troubleshooting is an advantage. Knowledge in car mechanic and troubleshooting is an advantage. Willing to work long hours, flexible in work schedule, must be available even holidays.

Technical competencies: Customer Relationship Management; Facilities Management; General Administration; Customer Experience; Communicating and Influencing; Planning and Organising; Creative Problem Solving; Decision-making; and Responding to Change and Pressure.

Interpersonal/behavioural competencies: Active listening; Attention to Detail; Analytical thinking; Disciplined; Resilience; and Stress Management.

Other Special Requirements

N/A.

How to apply

Kindly forward your CV to: Nomazizi.recruitment@sita.co.za stating the position applying for and the relevant reference number.

Closing Date: 18 May 2023

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.