



VACANCY - 2913

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| REFERENCE NR | : | VAC00517/24 |
| JOB TITLE | : | VIP Protection and Advanced Driver |
| JOB LEVEL | : | C3 |
| SALARY | : | R 351 254 – R 526 880 |
| REPORT TO | : | Managing Director |
| DIVISION | : | Office of the CEO |
| DEPARTMENT | : | Office of the CEO |
| LOCATION | : | SITA Erasmuskloof |
| POSITION STATUS | : | Permanent (Internal & External) |

Purpose of the job

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

Key Responsibility Area

- Close protection of the Managing Director
- Transport the Managing Director to and from destinations in a comfortable, safe, and efficient manner.
- Manage 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

Minimum: Occupational or Higher Certificate in Transportation and Security management at NQF Level 5 or equivalent.

Certification: 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

Knowledge of: Successfully complete a background investigation and a pre - employment test. Always maintain current active status of all required licences. 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 always. 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.

Other Special Requirements

N/A

How to apply

To apply please log onto the e-Government Portal: **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, 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 OR call **080 1414 882**

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

Closing Date: 13 May 2026

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.
- 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 performance contract, assessment recommendation, verification of the applicants' documents (Qualifications), and reference checking.
- Correspondence will be entered into with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.