



VACANCY - 1813

REFERENCE NR	:	VAC00738/25
JOB TITLE	:	Vetting Officer
JOB LEVEL	:	C5
SALARY	:	R 455 638 – R 683 457
REPORT TO	:	Manager Vetting
DIVISION	:	Enterprise Risk Management
DEPT	:	Integrity Management
LOCATION	:	SITA Centuion
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To manage personnel risk within the organisation by executing the pre-employment vetting and security vetting fieldwork functions in accordance with company policy and the memorandum of understanding between the State Security Agency and SITA.

Key Responsibility Areas

- Ensure implementation of the MoU between SITA and the SSA by conducting security vetting investigations in accordance with the prescribed standards.
- Monitoring and evaluation of vetting policies, standards and procedures in order to continuously improve on new vetting developments within area of responsibility.
- Co-ordinate and execute the pre-employment vetting process in order to mitigate the organisational risk on new recruits (permanent and fixed term employment) and internal appointments
- Execute and submit pre-employment vetting and security clearance reports to ensure compliance and adherence to vetting policies, procedures and standards.

Qualifications and Experience

Required Qualification: minimum 3-year National Diploma/Bachelor Degree in Human/Social Sciences, Forensic Investigations or Law. Security Vetting Fieldwork training completed at either the State Security Agency or Defence Intelligence. Security Vetting Fieldwork training. Security Vetting Evaluation training is an added advantage.

Experience: 3 - 5 years working experience in Security Vetting within a corporate/public sector organisation, with at least 3 years specific Security Vetting Fieldwork experience in a corporate/public sector organisation.

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.

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

Other Special Requirements

Valid driver's license and own transport.

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 August 2024

Disclaimer

SITA is Employment Equity employer and this position will be filled based on 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