



VACANCY - 1548

REFERENCE NR	:	VAC00382/25
JOB TITLE	:	Vetting Officer
JOB LEVEL	:	C5
SALARY	:	R 455 638 – R 683 457
REPORT TO	:	Manager Vetting
DIVISION	:	Governance and Risk, Compliance and Integrity (GRCI)
DEPT	:	Integrity Management
LOCATION	:	SITA Centurion
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, Law or equivalent qualification.
- Security Vetting Fieldwork training completed at either the State Security Agency, Defence Intelligence or SAPS.

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; Self-managed; Disciplined; Strong communication skills (written and verbal); Report writing; Resilient.

Other Special Requirements

- Own transport and a valid driver's license.
- Security Vetting Evaluation training is an added advantage.

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: 22 April 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