SITA

VACANCY ADVERTISEMENT

Vacancy Information Download	
Reference Number:	SITA/20240415/1548
BPS Vacancy Number:	VAC00382/25
Job Title:	Vetting Officer
Job Level:	C5
Vacancy Type:	Internal & External
Salary Range:	R455638.00 - R683457.00
Organisation Name:	State Information Technology Agency
Division:	Governance and Risk, Compliance and Integrity
Department:	Integrity Management
Employment Type:	Permanent
Location:	Centurion
Number Of Openings:	1

Purpose of 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.

Responsibilities:

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.; Monitoring and evaluation of vetting policies, standards and procedures in order to continuously improve on new vetting developments within area of responsibility.; Execute and submit pre employment vetting and security clearance reports to ensure compliance and adherence to vetting policies, procedures and standards.; Ensure implementation of the MoU between SITA and the SSA by conducting security vetting investigations in accordance with the prescribed 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.

Knowledge:

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.

Technical Competencies

Corporate Governance

Company Secretary, Legal, Internal Audit, Risk management

Interpersonal and Behavioural Competencies

Active listening

The ability to fully concentrate on what is being said rather than just passively 'hearing' the message of the speaker.

Attention to Detail

The ability to ensures information is complete and accurate.

Analytical thinking

Identifies issues; obtains relevant information, relates and compares data from different sources, and identifies alternative solutions.

Disciplined

Showing a controlled form of behaviour or way of working, diligently.

Resilience

The ability to effectively handle disappointment, rejection and set-backs while still working well and meeting deadlines.

Stress Management

The ability to keep functioning effectively when under pressure and maintain self control in the adversity.

Additional 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: 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 http://www.eservices.gov.za/, then follow the below steps:
1. Click on "Employment & Labour";
2. Click on "Recruitment Citizen";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: egovsupport@sita.co.za or Call: 0801414882

Closing Date : 22 Apr 2024

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
1 If you do not hear from us within two months of the closing date, please regard your application as unsuccessful
2 Applications received after the closing date will not be considered Please clearly indicate the reference number of the position you are applying for
3 It is the applicant s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority SAQA
4 Only candidates who meet the requirements should apply
5 SITA reserves a right not to make an appointment
6 Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicant s documents Qualifications , and reference checking
7 Correspondence will be entered to with shortlisted candidates only
8 CV s from Recruitment Agencies will not be considered
9 CV s sent to incorrect email address will not be considered

******NB: EMAILED CV'S WILL NOT BE ACCEPTED******