



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Pretoria, Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabile.
- ENQUIRIES** : Ms. Ndzoyiya NE, Tel: 012 336 7101.
- CLOSING DATE** : 08 March 2019 TIME: 16h00
- POST** : VETTING ADMINISTRATOR/VETTING FIELDWORKER REF NO: 080319/19
- SALARY** : R242 475 per annum, (Level 7)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Bachelor degree in Security Management/ Administration. Vetting Investigation Course (SSA) is recommended. Entry level position, recommended to have two (2) to three (3) years administrative experience. A valid driver's licence. (Attach certified copy). Must obtain Top secret Security Clearance within a year of appointment. Vetting/ Security experience in public sector is recommended. Knowledge of relevant legislation, policies, prescripts and procedures. Computer literacy at intermediate level. Planning and organising skills. Teamwork and good communication skills both (written, verbal skills and listening skills), language proficiency. Assertiveness and integrity. High ethical conduct. Self management and motivational skills.
- DUTIES** : Administration of the filling system for all screening and vetting documents within the department. Render administrative support. Provide support to the Sub-Directorate and other staff regarding vetting operational meetings. Conduct vetting field work. Investigation within the Department. Liaise regularly with SSA on vetting matters particularly in relation to administrative systems, processes and compilation of statistics.