



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: Pretoria:** please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko
- CLOSING DATE** : **21 October 2016 TIME: 16H00**
- POST** : **VETTING ADMINISTRATOR/VETTING FIELDWORKER. REF: 211016/14**
- SALARY** : R 211 194 per annum (level 7)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma/Bachelor degree in Security Management or Administration. Background in Vetting investigation Course (SSA/DVSAPS) is recommended, valid driver's license and must obtain top secret Security Clearance within a year of appointment. Two (2) to three (3) years of experience in public sector is recommended, computer literate at intermediate level, planning and organising, teamwork, communication skills both (written, verbal skill and listening skills), language proficiency, knowledge of relevant legislation, policies, prescript and procedures, assertiveness, integrity, high ethical conduct, self management and motivation and customer focus and responsiveness initiative.
- DUTIES** : Administration of the filling system for all Screening and vetting documents within the department. Render administrative support. Provide support to the Head of the unit and other staff regarding vetting operational meetings. Liaise regularly with SSA on vetting matters particularly to administrative systems and processes. Compilation of statistics and conduct Vetting Fieldwork.
- ENQUIRIES** : Mr. NE.Ndzoyiya, tel (012) 336 7101