

INTERNATIONAL RELATIONS AND COOPERATION

OTHER POST

<u>POST 45/29</u>	:	<u>DEPUTY DIRECTOR: VETTING FIELDWORK</u> Corporate Management Directorate: Vetting Fieldwork & Integrity Management
<u>SALARY</u>	:	R779 295 per annum, level 12. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Applicants must be in possession of three-year degree/diploma as recognized by SAQA in the field of Social Sciences or related areas, At least 3 to 5 year's experience at junior management level in conducting Top Secret/Secret vetting investigation, Successful completion of a three (3) to four (4) months Vetting Course as offered by SANDF/SSA/SAPS, A valid driver's license – code B. Competencies: Problem solving and analysis, Decision making; Programme and project management; Team leadership; Planning and organizing; Communication and analytical skills; Knowledge and experience of Departmental processes; Management skills Interview skills; Strong interpersonal skills; Computer literacy; financial management and Ability to manage conflict
<u>DUTIES</u>	:	Ensure the execution of fieldwork investigations within the Department; Administer and manage the Vetting Fieldwork unit processes; Develop, manage and implement policies, guidelines, norms and standards in vetting and investigations for security clearance levels; Manage resources, projects and files; Liaise with internal and external stakeholders.
<u>ENQUIRIES</u>	:	Ms H Petzer – Tel. 012 351 1195
<u>CLOSING DATE</u>	:	24 November 2017