



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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DIRECTOR-GENERAL: DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

IMPLEMENTATION OF THE NATIONAL VETTING STRATEGY IN THE PUBLIC SERVICE: ESTABLISHMENT OF VETTING FIELDWORK UNITS, BENCHMARK JOB DESCRIPTIONS AND GRADING LEVELS FOR VETTING OFFICIALS

1. On 6 December 2006, Cabinet approved a new vetting strategy for South Africa. The decisions included, inter alia, that Vetting Fieldwork Units (VFUs) be established in departments and that a Vetting Standards Board be established. The effects of the new vetting strategy are that vetting will be decentralised to, inter alia, departments. Cabinet also approved that the vetting strategy be implemented on a phased basis.
2. In this regard, Cabinet decided that the VFUs will be established in the following four departments in the 2007/2008 financial year as per the vetting strategy:
 - (a) Home Affairs
 - (b) Trade and Industry
 - (c) Correctional Services
 - (d) Minerals and Energy
3. For the next three years (2009 – 2011), the VFUs will be implemented in the following departments:
 - (a) 2008/09 Financial year:
 - (i) Department of Environmental Affairs and Tourism
 - (ii) Department of Foreign Affairs
 - (iii) Department of Justice and Constitutional Development

- (iv) Department of Water Affairs and Forestry
- (b) 2009/10 Financial year:
 - (i) National Department of Agriculture
 - (ii) National Department of Health
 - (iii) Department of Land Affairs
 - (iv) National Department of Public Works
- (c) 2010/11 Financial year:
 - (i) National Treasury

Cognisance should be taken that some of the departments indicated above have an established and functioning VFU already in place.

4. The decisions by Cabinet will have a significant impact on the organisational structures of departments and therefore the NIA approached the Department of Public Service and Administration (the dpsa) for assistance with regard to the roll out of the strategy. The nature and extent of the assistance involved the development of a generic organisational structure for VFUs and benchmark job descriptions and grading levels for the posts in the organisational structure that can be used as guidelines by departments.
5. A task team consisting of the dpsa and NIA representatives developed the generic benchmark job descriptions and organisational structure, which were consulted with selected departments at, among others, a workshop held on 16 October 2007. The emphasis was on the work levels, functions established for the work levels, qualifications and the experience requirements proposed in the benchmark job descriptions. Based on the inputs from the various stakeholders, the benchmark job descriptions attached as Annexure A were adopted for the following work levels:
 - (a) Vetting Administrator;
 - (b) Vetting Investigator/Officer;
 - (c) Senior Vetting Investigator/Officer; and
 - (d) Vetting Supervisor.
6. The information in the draft benchmark job descriptions was then utilised to grade the relevant jobs with the Equate job evaluation system. The results were subjected to quality assurance by a JE Panel which sat on 16 January 2008 and consisted of representatives from the following departments:
 - (a) Home Affairs;
 - (b) Trade and Industry;
 - (c) Correctional Services;
 - (d) Minerals and Energy;
 - (e) Foreign Affairs; and

(f) NIA

7. The outcome of the grading exercise was as follows:

WORK LEVEL	JE GRADE	GRADE RECOMMENDED BY THE PANEL
Vetting Administrator	6+	7
Vetting Investigator	7	7
Senior Vetting Investigator	9+	10
Vetting Supervisor	11+	12

8. Following the above-mentioned process, the Minister for the Public Service and Administration approved that the benchmark job descriptions (Annexure A), job evaluation results (Annexure B) and implementation strategy (Annexure C) be issued as formal advice and guidelines in terms of Chapter 1, Part III, 1.4 of the Public Service Regulations (PSR), 2001. The following should be noted:

- (a) The benchmark job descriptions, job evaluation results and implementation strategy serve as advice in accordance with Chapter 1, Part III, 1.4 of the PSR. This means that departments must still obtain the approval of their executing authorities for the creation or amendment of the existing job descriptions, the grading of the relevant posts where applicable and the absorption of employees in the regraded posts in terms of the relevant parts of the PSR.
- (b) Although there are currently very few departments that have vetting posts in their structures, one of the key challenges identified during the grading process was the possible threat posed by job hopping between departments as a result of inconsistencies in the grading of the relevant jobs. The dpsa would like to appeal to all departments to grade the relevant posts on the basis of the work levels and grades indicated in paragraph 7 above and the functions as set out in the job descriptions at Annexure A. This will ensure that the principle of equal pay for work of equal value is adhered to and that inconsistencies between departments are avoided.
- (c) After the relevant posts have been regraded as indicated in sub-paragraphs (a) and (b) above (in departments where there are existing posts), the incumbent employees have to be translated to the regraded posts. Departments will have to compare the existing jobs and competencies of the incumbents with the benchmark job descriptions to determine how employees should be absorbed in the new grade structure. To assist in this regard, the implementation strategy attached as Annexure C was developed.
- (d) It is important to note that the absorption of employees in higher graded posts should be considered based on their competencies to perform the work attached to these posts. Departments should also ensure during this process that the requirements of Chapter 1, Part V.C.6 of the PSR are adhered to. Employees

who retain their existing salaries on a personal basis will not qualify for pay progression while on personal notches.

9. The following issues should also be taken into account during the creation of the relevant posts:
 - (a) The specific competencies required for each job should be determined in line with the competency frameworks and other requirements referred to in the benchmark job descriptions.
 - (b) The relevant departments should consider the creation of the posts and the organizational structure on the basis of the proposed organizational structure at Annexure D and the benchmark job descriptions and grades referred to above.
 - (c) Departments should note that in accordance with PSR Chapter 1, Part V.C.7, the absorption of incumbent employees into higher graded posts can only be effected on the first day of the month following the month during which the executing authority approves that absorption.
10. Departments that currently do not have an existing VFU and do not employ the Vetting Officials, should further take the following issues into account during the creation of the relevant posts:
 - (a) The implementation of the VFU should be in accordance with the approved vetting strategy.
 - (b) Such departments should create posts according to the requirements of the vetting structure.
 - (c) The creation of posts within the vetting structure should be based on the departmental needs in terms of the service delivery requirements (e.g. workload).
 - (d) Incumbents should be appointed on the basis of competencies and abilities to do the work. The National Intelligence Agency must be approached to assist with the selection of candidates for the posts. This should be done as soon as possible to allow the Agency to finalize the vetting and training of the selected candidates in time.
11. Information on the job descriptions and the job evaluation results can, on request, be supplied in electronic format. Please submit requests to Mr Robert Lidevhele via e-mail Robertl@dpsa.gov.za or fax 086 618 8851.


DIRECTOR-GENERAL
DATE: 18 APRIL 2008

IMPLEMENTATION/ABSORPTION MEASURES FOR THE BENCHMARK JOB DESCRIPTIONS AND GRADING LEVELS FOR VETTING FIELDWORK UNITS (VFUs)

NOTE:

Vetting Fieldwork Units are newly-established structures in the Public Service, which are being created in identified departments in phases. These structures are currently only being implemented in identified departments and those that are able to fund them from their own budgets. In creating these structures and particularly in grading the jobs within the structures, departments should note the following:

1. The creation of Vetting Fieldwork units should be in accordance with the new vetting strategy as approved by Cabinet.
2. In departments where there is an existing vetting function already in place, departments should consider jobs and organizational structure on the basis of the proposed organizational structure and benchmark job descriptions and grades.
3. Departments should create posts in accordance with the requirements of the vetting structure, benchmark job descriptions in terms of their service delivery requirements (e.g. workload) and the competencies, experience and qualifications required to perform the work at this level.
4. Note should be taken that incumbents should be absorbed into the posts on the basis of the level at which they operate, their abilities to do the work and provided that their skills and competencies allow them to perform at least at a satisfactorily level.
5. The Administrator position was specifically created in view of the volume of work within the vetting environment and a need to administer vetting files and work separately from the broader security or other departmental processes.
6. During the development of the benchmark job descriptions, it became apparent that some departments have a need for 2 levels of Vetting Investigator/Officer jobs. Therefore, the job description for the first level Vetting Officer post (at junior level) was developed and the grade level determined with job evaluation. Note should also be taken that the first level Vetting Officer should not be utilized for general administrative work within the Vetting Unit, as this may result in additional work, which may necessitate the review of the level and grading. However, if departments would like to combine the two jobs (i.e. Vetting Officer and Administrator), a "new" job could be created and graded appropriately.

7. Please note that jobs that primarily perform functions similar to the benchmark job descriptions should not be graded differently from the benchmark jobs. For jobs to be graded differently there should be a significant difference in the content of the job and the functions allocated to the job. These jobs should be subjected to the job evaluation processes for quality assurance, to ensure consistency in the grading of posts.
8. A translation table was not provided in view of the fact that the VFU is a new structure that is being utilized in very few departments, however where translation is to be done, especially in those departments that already have such a structure, note should be taken of the principle that on translation, affected officials should move to the minimum notch of the new salary level/grade and that incumbents who are already on higher salaries should retain such as personal if they are being translated to lower grades.
9. In accordance with the Public Service Regulations (PSR), the titles of jobs should be determined with appropriate emphasis on service delivery. This means that the contents of a job should determine the job title. It was found that in practice the titles of jobs in the Vetting environment are not consistent across the various departments. It is proposed that the job titles indicated in the attached job descriptions be utilised.
10. For existing jobs, the implementation of the benchmark job descriptions and revised grading levels will entail a re-design of the relevant posts. It is therefore a regrading exercise and should not be regarded as a salary adjustment for all Vetting employees. No automatic absorptions of incumbents into higher graded posts to effect salary increases should be done. Departments will have to compare the existing jobs and competencies of the incumbents with the benchmark job descriptions to determine how employees should be absorbed in the new grading structure. In the process of absorbing incumbents in the upgraded posts, departments must comply with the provisions of Public Service Regulation Chapter 1, Part V C.6 and 7.
11. With implementation the principle will apply that if Vetting posts are currently graded higher than the proposed benchmark grading levels, the posts should be regraded to reflect the correct grade and the current incumbents will retain their current salary position as personal.

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: _____ :
 Job title : Administrator
 Core code : _____ :
 Post level and salary code : _____ :
 Occupational class code : _____ :
 Name of component : _____ :
 Location : _____ :
 Posts reports to : Vetting Supervisor
 Date of appointment : _____ :

B. JOB PURPOSE

To provide administrative support for the Vetting Fieldwork Unit (Personnel Security Unit).

C. KEY PERFORMANCE AREAS

1. Administration of the filing system for all vetting documents within the Department.
 - (a) Encourage compliance by various stakeholders to relevant legislations, policies, prescripts and procedures of personnel security.
 - (b) Facilitate the effective utilisation of the administrative systems, channels and infrastructure to comply with vetting requirements.
 - (c) Maintenance of all vetting files.
2. Renders administrative support services.
 - (a) Handle all enquiries regarding the status of security clearance applications and provide statistics and progress reports on the status thereof.
 - (b) Receive and submit security clearance applications. ,
 - (c) Facilitate the effective flow of information and documents within the Vetting Unit.
3. Provides support to the Head of the Unit and the other staff regarding vetting operational meetings.
 - (a) Scrutinises documents to determine actions/information/other documents required for meetings.
 - (b) Record minutes/decisions and communicates to relevant role-players, follow-up on progress.

(c) Prepares briefing notes for the Head of the Unit as required.

4. Liaise regularly with NIA on vetting matters particularly in relation to administrative systems and processes.

D INHERENT JOB REQUIREMENTS

Skills and competencies

Problem solving and analysis

Self-management and motivation

Customer focus and responsiveness

Initiative

Acceptance of responsibility

Reliability

Teamwork

Interpersonal relationships

Planning and organising

Language proficiency

Listening skills

Compute literacy.

High level of reliability and honesty.

Written communication skills.

Knowledge on the relevant legislation, policies, prescripts and procedures.

For additional details, consult the feeder competencies in the draft competency framework for middle managers and determine the skills and competencies required for this job. Please note that the descriptions and definitions should be utilised but the level of proficiency should be adjusted to fit the level of this job.

The competency framework is available at <http://www.dpsa.gov.za/ep/2006/MMCF.pdf>.

E APPOINTMENT REQUIREMENTS

The following qualifications may be considered for appointment

1. NQF 4 or 5 or equivalent qualification in Administration/Secretarial functions.
2. Three (3) to five (5) years experience in rendering a support/administrative service.

F CAREER PATHING

Compliance with the requirements of higher posts.

G AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

H PERFORMANCE AGREEMENT

The Performance Agreement of the post holder, which contains a work plan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the post holder should adhere to during the execution of his/her key performance areas.

JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER SIGNATURE OF MANAGER

DATE:

DATE:

BENCHMARK JOB DESCRIPTION**A. JOB INFORMATION SUMMARY**

Name of jobholder: :

Job title : Vetting Investigator

Core code :

Post level and salary code :

Occupational class code :

Name of component :

Location :

Posts reports to : Senior Vetting Investigator

Date of appointment :

B. JOB PURPOSE

To conduct vetting field-work investigations in line with the relevant prescripts.

C. KEY PERFORMANCE AREAS

1. Conduct vetting field-work investigations.
 - (a) Gather relevant information.
 - (b) Conduct proper analysis and quality checks on the information.
 - (c) Compile and submit reports to management and NIA on all vetting files and reports completed on a regular basis.
 - (d) Conduct vetting investigations in respect of confidential and secret levels.
2. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations.
 - (a) Analyse, research and evaluate all vetting related information.
 - (b) Provide advice and guidance on the interpretation and application of legislation, policies and procedures.
3. Provide effective communication channels and systems between the Department and the National Intelligence Agency (NIA) and other related agencies.
 - (a) Liaise regularly with NIA, SAPS, SASS, Defence, Home Affairs and other critical stakeholders for advice and assistance and to obtain additional information.
 - (b) Establish and promote relationships with external stakeholders, including credit information providers, to access information.
4. Administer vetting files and reports.

D INHERENT JOB REQUIREMENTS

Skills and competencies

Problem solving and analysis
Analytical skills
Self-management
Customer focus and responsiveness
Initiative
Acceptance of responsibility
Reliability
Teamwork
Communication skills
Computer skills
Planning and organising
Ability to manage conflict
Diplomacy
Language proficiency
Listening skills
Insight
Report writing skills

E APPOINTMENT REQUIREMENTS

1. B degree (or equivalent qualification at NQF 6 level) in Social Sciences or related areas.
2. A valid driver's licence.
3. Appointment subject to completing relevant training courses offered by NIA.

F CAREER PATHING

Compliance with the requirements of higher posts.

G AMENDMENTS TO JOB DESCRIPTION

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JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE:

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :
Job title : Senior Vetting Investigator
Core code :
Post level and salary code :
Occupational class code :
Name of component :
Location :
Posts reports to : Vetting Supervisor
Date of appointment :

B. JOB PURPOSE

To conduct vetting field-work investigations in line with the prescripts.

C. KEY PERFORMANCE AREAS

1. Conduct vetting field-work investigations.
 - (a) Gather relevant information.
 - (b) Conduct proper analysis and quality check on the information.
 - (c) Compile and submit reports to management and NIA on all vetting files and reports completed on a regular basis.
 - (d) Conduct vetting investigations in respect of secret and top secret levels.
2. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations.
 - (a) Analyse, research and evaluate all vetting related information.
 - (b) Assist in the development, implementation and maintenance of investigation operating procedures.
 - (c) Provide advice and guidance on the interpretation and application of legislation, policies and procedures.
3. Provide effective communication channels and systems between the Department and the National Intelligence Agency (NIA) and other related agencies.
 - (a) Liaise regularly with NIA, SAPS, SASS, Defence, Home Affairs and other critical stakeholders for advice, assistance and to obtain additional information.

- (b) Establish and promote relationships with external stakeholders, including, credit information providers, to access information.
- 4. Administer files and partake in task teams dealing with matters related to vetting projects/processes.
 - (a) Participation in project and task teams dealing with a variety of subject areas.
 - (b) Administer files and reports completed by ensuring quality control and effective and efficient systems and report on all work allocated.
 - (c) Advise management during the process of determining personnel suitability for appointment or continued employment in line with the Personnel Suitability Checks (PSC) guidelines.
 - (d) Conduct vetting and security related research and development

D INHERENT JOB REQUIREMENTS

Skills and competencies

Problem solving and analysis

Decision making

Team leadership

Analytical skills

Self-management

Customer focus and responsiveness

Creativity

Communication skills

Computer skills

Delegation and development of others

Planning, organising and execution

Ability to manage conflict

Diplomacy

Language proficiency

Listening skills

Insight

Report writing skills

For additional details, consult the draft Public Service Middle Management Competency Framework and Dictionary and determine the skills and competencies required for the specific job. The competency framework is also available at <http://www.dpsa.gov.za/documents/ep/MMCFDictionaryConsolidated18July.pdf>.

E APPOINTMENT REQUIREMENTS

The following qualifications may be considered for appointment

1. NQF 6 or B degree (or equivalent) in Social Sciences or related areas.
2. Three (3) to five (5) years investigation experience.
3. A valid driver's licence.
4. Short courses in the following areas, analysis, conflict management, listening and interviewing skills.

F CAREER PATHING

Compliance with the requirements of higher posts.

G AMENDMENTS TO JOB DESCRIPTION

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H PERFORMANCE AGREEMENT

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JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE:

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :
Job title : Vetting Supervisor
Core code :
Post level and salary code :
Occupational class code :
Name of component :
Location :
Posts reports to : Manager. Security Management
Date of appointment :

B. JOB PURPOSE

To manage the execution of vetting field-work investigations within the Department.

C. KEY PERFORMANCE AREAS

1. Manage the execution of fieldwork investigations within the Department.
 - (a) Establish and develop systems and processes that will ensure compliance in relation to the relevant legislations, policies, prescripts and procedures of personnel security.
 - (b) Manage and provide a security vetting capacity in accordance with the National Vetting Legislative Framework.
 - (c) Manage and co-ordinate the execution of security vetting practices in consultation with the National Intelligence Agency (NIA).
 - (d) Manage supportive administrative systems, channels and infrastructure to comply with vetting requirements.
2. Develop, manage and implement policies, guidelines, norms and standards in vetting and investigations for security clearance levels.
 - (a) Develop departmental policies, guidelines, norms and standards of vetting as set by the NIA within the Department in line with the legislative requirements and assist during the implementation and maintenance thereof.
 - (b) Co-ordinate and prioritise files for vetting and monitor the existing vetting files within the Department.
 - (c) Establish and manage the screening process of companies and other service providers as part of the Department procurement processes.
 - (d) Submit reports to management and NIA on all vetting files and reports completed on a regular basis.

- (e) Advise management during the process of determining personnel suitability for appointment or continued employment in line with the Personnel Suitability Checks (PSC) guidelines.
 - (f) Identify and manage the screening of personnel of high security risk.
3. Manage resources, projects and files.
- (a) Participation in project and task teams dealing with a variety of subject areas.
 - (b) Conduct vetting and security related research and development
 - (c) Implement and manage process within the Department, including, the management of files and reports by ensuring quality control and effective and efficient workflow of work done by Vetting Officers and report on all work allocated.
 - (d) Identify skills development needs and provide training and development opportunities for Vetting Officers.
 - (e) Provide advice and guidance on the interpretation and application of legislation, policies and procedures.
 - (f) Monitor the proper utilisation of equipment, stores and expenditure.
 - (g) Administer the departmental performance management and development system within the sub-directorate.

D INHERENT JOB REQUIREMENTS

Skills and competencies

Problem solving and analysis

Decision making

Programme and project management

Team leadership

Analytical skills

Creativity

Self-management

Financial management

Customer focus and responsiveness

Communication skills

Computer skills

Delegation and development of others

Planning, organising and execution

Ability to manage conflict

Diplomacy

Language proficiency

Listening skills

Insight

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JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER	SIGNATURE OF MANAGER
DATE:	DATE:

PROPOSED GENERIC VETTING STRUCTURE

Head of Department

Head Corporate Services



Directorate Security Management

Purpose: To ensure safety and security in the department.

Functions:

1. Ensure physical and personnel security in the department.
2. Ensure information security management in the department.
3. Manage the vetting in the department.

Posts

1x Director
1x Secretary

Level

13
6

Subdirectoratorate: Physical and Personnel Security

Purpose: To ensure physical and personnel security in the department.

Functions:

1. Ensure the enforcement of physical security and access control.
2. Ensure proper safeguarding of departmental assets.
3. Establish and maintain security registers and other records.
4. Develop and manage a contingency security plan.

Posts

1x Deputy Director
7x Assistant Director
7x Security Officer

Level

?
?
?

Subdirectoratorate: Information Security

Purpose: To ensure information security management in the department.

Functions:

1. Develop document security systems.
2. Monitor and coordinate communication security matters.
3. Ensure compliance with the relevant security prescripts.
4. Promote information security awareness in the department.

Posts

1x Deputy Director
7x Assistant Director
7x Security Officer

Level

?
?
?

Subdirectoratorate: Vetting

Purpose: To manage vetting in the department.

Functions:

1. Conduct vetting field work investigations.
2. Liaise with NIA for the evaluation and issuing of clearance certificates.
3. Develop uniform standards for security clearance levels.

Posts

1x Deputy Director
7x Administrator
7x Vetting Officer

Level

?
?
?

LEGEND

Direct reporting line to HOD on sensitive matters.
Normal reporting to line supervisor.