



the dpsa

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DIRECTOR-GENERAL: DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

AMENDMENTS TO THE APPOINTMENT REQUIREMENTS FOR VETTING INVESTIGATOR/OFFICER (ENTRY LEVEL) POST

1. This Department's letter 1/6/5/4 dated 18 April 2008 refers.
2. Subsequent to the establishment of Vetting Fieldwork Units (VFUs) in identified departments, including the roll-out of benchmark job descriptions and grading levels, the National Intelligence Agency (NIA) approached the DPSA to review the appointment measures for Vetting Investigator/Officer. The initial job description was developed by a task team comprising of various departments, including NIA.
3. NIA has indicated that certain minimum appointment requirements were not in line with their policy. They therefore proposed certain changes on the minimum appointment requirements.
4. Having considered the above, the DPSA effected the proposed new requirements, and subsequently conducted job evaluation where a provisional grading reflected no changes to the grading, i.e. the post remained on grade 7.
5. Taking into account the initial processes followed, the DPSA convened a JE Panel on 7 July 2008 to consider the proposed changes by NIA before effecting any amendments to the job description and Equate grade. In terms of the initial job description for Vetting Investigator/Officer, the minimum appointment requirements were as follows:
 - (a) NQF 4 or 5 or equivalent qualification in Security/Investigation or related areas.
 - (b) Three (3) to five (5) years security-related experience.
 - (c) A valid driver's licence.
 - (d) Short courses in the following areas: analysis, conflict management, listening and interviewing skills.

6. The new requirements as proposed by NIA and discussed/considered by the JE Panel are:
 - (a) B degree (or equivalent qualification at NQF 6 level) in Social Sciences or related areas.
 - (b) A valid driver's licence.
 - (c) Appointment subject to completing relevant training courses offered by NIA.
7. The JE Panel deliberated on the proposal by NIA and the provisional job evaluation as conducted by DPSA. Although the JE Panel concurred with the revised job description (the revised appointment requirements) and updated Equate report, it raised certain concerns and requested that these be formally communicated to and addressed by NIA.
8. Notwithstanding the concerns raised, the benchmark job description for Vetting Investigator/Officer was amended and is replaced by the revised document attached as Annexure A. The detailed Equate report is attached as Annexure B.
9. In order to facilitate implementation of the changes, the DPSA developed guidelines attached as Annexure C. These guidelines have been provided to assist employing departments to manage the transitional arrangements and also to address their concerns.
10. In conclusion, it should be noted that these guidelines should be utilised in conjunction with the ones addressed to departments as Annexure C to the DPSA letter dated 18 April 2008.


for DIRECTOR-GENERAL
DATE: 18/11/08

ANNEXURE C

ADDITION TO IMPLEMENTATION/ABSORPTION MEASURES FOR THE BENCHMARK JOB DESCRIPTIONS AND GRADING LEVELS FOR VETTING FIELDWORK UNITS (VFUs) - VETTING INVESTIGATOR/OFFICER

NOTE:

The following guidelines serve as an addition to the guidelines addressed to departments as Annexure C to DPSA letter 1/6/5/4 dated 18 April 2008. These guidelines should therefore be utilized together with the above-mentioned Annexure C and are only applicable to serving Vetting Investigators/Officers who are already in the employ of the affected/identified departments:

1. As a transitional measure, all serving employees who were absorbed into grade level 7 in terms of the guidelines provided under cover of the DPSA's letter dated 18 April 2008 who do not meet the new minimum appointment requirements of NQF 6 should remain at their current grade (i.e. Grade level 7) but should not qualify for career progression within the Vetting occupation (for example, to be appointed as Senior Vetting Investigator/Officer) until they have met the minimum (qualification) requirement for appointment as Senior Vetting Investigator/Officer, notwithstanding the appropriate experience that they may possess.

2. NIA may assist competent employees (identified by employing departments) who undergo NIA training courses to pass the modules (departments should approach NIA if they require such assistance for their (serving) employees). Such assistance may involve mechanisms such as bridging courses etc.

In short, the above guidelines only relate to the application of the "new" minimum appointment requirements, i.e. qualifications, and therefore should not be utilised to replace the guidelines contained in Annexure C to DPSA letter 1/6/5/4 dated 18 April 2008.