

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Defence Intelligence Division, Private Bag X367, Pretoria, 0001 or hand delivered at Liberty Building 278 Madiba Street, Pretoria Central or email to sessionworkers@di.mil.za
- CLOSING DATE** : 07 August 2026 at 16h00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant, and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preference, emotional intelligence, and integrity. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability checks (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract. Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POST

<u>POST 26/12</u>	:	<u>VETTING SESSION WORKERS (FREELANCERS) REF NO: DI/24/26/26 (X5 POSTS)</u> Re-advertised, Applicants who previously applied are encouraged to re-apply. Two (2) years fixed contract
<u>SALARY</u>	:	R214.92 per hour and does not exceeds 180 hours per month.
<u>CENTRE</u>	:	Defence Intelligence Division, Pretoria.
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with Diploma / Advance Certificate / National Diploma/ (NQF Level 6) specialising in faculty of humanities (Social sciences, Psychology, Counselling, Investigation, Social Worker, Criminology and/or other relevant qualification/certificates). A minimum of 1 year experience in Administration /Client interaction and/or 1 year experience in Field Investigation or Evaluation. Valid driving license and own vehicle is essential. Special requirements (skills needed): Computer literacy, communication skills (Good verbal and written), report writing skills, listening skills and interpersonal relations skills. Excellent analytical thinking, problem solving and reasoning ability. Knowledge and course of Vetting Fieldwork. Ability to capture data, operate computer and collect information. Knowledge and understanding of the legislative framework of public service.
<u>DUTIES</u>	:	The successful candidates will be responsible to perform the following duties: Planning and preparation of files and other relevant administration. Documentary enquires, gather information and conduct vetting investigation through interviews. Writing reports based on documentary enquiries and interviews. Compile and submit reports to Director vetting management on required vetting files and reports completed on a regular basis. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigation.
<u>ENQUIRIES</u>	:	Ms T.C. Nkopane Tel No: (012) 315-0508
<u>NOTE</u>	:	Kilometres claims will be reimbursed according to inline tariffs. First three (3) months is training and will be compensated by R8 174.75 of stipend.