

NATIONAL DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets.Pretoria.
- FOR ATTENTION** : Ms N Sombinge
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/ Grade 12 Certificate regardless of the qualification requirements indicated in the advert), service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).The Department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.
- POST** : **SENIOR VETTING OFFICER: SECURITY SERVICES (REF NO: NDOH 151/2015)**

SALARY : R243 747 per annum

CENTRE : Branch: Corporate Services.
Directorate: Security Services, Pretoria.

REQUIREMENTS : *A three year Bachelor's degree/National Diploma/
NQF 6 certificate in Social Science or related
qualification *A three (3) years relevant experience in
security vetting or security related environment as a
Vetting Officer or equivalent level *Knowledge of
security principles and regulations *Ability to work
independently and under pressure *Good
communication (written and verbal), interpersonal,
leadership, conflict management, planning,
organisational and computer (MS Word, MS
PowerPoint, Excel) skills *A valid driver's license.

DUTIES : *Conduct vetting field-work investigations *Manage,
plan and reports completed by ensuring quality
control and effective and efficient systems and report
on all work allocated *Gather relevant information
*Compile and submit reports to management or
submission to State Security Agency *Liaise regularly
with SSA on vetting matters particularly in relation to
administrative system processes *Provide inputs for
the development and implementation of policies,
guidelines, norms and standards in vetting
investigations.

ENQUIRIES : Ms T Nghonyama/Mr P Mphilo
(012) 395 8746 /9385

CLOSING DATE : 2 November 2015

MEDIA : NDOH WEBSITE PSVC