

Are you smart? Professional? Efficient? Effective? Passionate about your work?

The Government Pensions Administration Agency (GPAA) is a government component which reports to the Minister of Finance and administers funds and schemes on behalf of the Government Employees Pension Fund (GEPF), the largest pension fund in Africa. It thus administers the pension affairs of approximately 1,7 million government employees and those of pensioners, spouses and dependants.

To meet the needs of our changing client base, the GPAA is modernising. In order for this modernisation to be effective, we are looking to bring bright and enthusiastic professionals from all disciplines of life, who are interested in contributing towards positive change, into our fold. If this is you, please apply for the post detailed below:



VETTING OFFICER (Ref: VO/2015/10-2P) SECURITY SERVICES R 243 747 to R287 121 per annum (basic salary) PRETORIA

Vetting Officer positions are currently available at the Government Pensions Administration Agency: Security Services. These positions will be filled permanently. The primary goal of the incumbent will be the management and execution of vetting fieldwork investigations within the GPAA.

KEY RESULT AREAS:

The following core areas of responsibility will apply but is not limited to:

Assist in providing inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations.

- Analyse, research and evaluate all vetting related information
- Provide advice and guidelines on the interpretation and application of legislation, policies and procedures
- Assist in the development, implementation and maintenance of investigation operating procedures.

Conduct vetting field-work investigations.

- Gather relevant information
- Conduct proper analysis and quality check on the information
- Compile and submit reports to management and SSA on all vetting files and report completed on a regular basis
- Conduct vetting investigations in respect of secret and top secret levels

Provide effective communication channels and systems between the department and the SSA and other related agencies

- Liaise regularly with SSA, SAPS, South African National Defence Force, Home Affairs and other critical stakeholders for advice, assistance and to obtain additional information
- Establish and promote relationships with external stakeholders, including credit information providers to access information

Administer vetting files and reports

- Participation in project and task teams dealing with a variety of subject areas.
- Administer files and reports completed ensuring quality control and effective and efficient systems and report on all work allocated.

- Advise management during the process of determining personnel suitability for appointment or continued employment in line with the Personnel Suitability Checks (PSC) guidelines.
- Conduct vetting and security related research and development
- Maintenance of all vetting files
- Handle all enquiries regarding the status of security clearance applications and provide status and progress reports on the status

REQUIREMENTS:

- Bachelors degree or equivalent three year tertiary qualification/NQF 6 in Social Sciences/Security Investigation or related areas
- At least three years practical vetting fieldwork
- Extensive experience in and knowledge of applicable legislation with regards to vetting (National Strategic Intelligence Act, MISS, National Vetting Strategy, etc)
- Any vetting course will be an added advantage
- Short courses in the following will be a distinct advantage :
 - Analysis
 - Conflict Management
 - Listening
 - Interview skills
- Valid driver's license (attached)

COMPETENCIES:

- Analytical skills
- Customer focus
- Self- management and acceptance of responsibility
- Interviewing skills
- Report writing skills
- Innovation
- Computer literacy that include a good working knowledge of Microsoft Office products
- Concern for Quality and Order
- Effective Communication
- Integrity
- Organisational awareness
- Problem analysis and problem solving
- Project management
- Knowledge of Security Management

PLEASE NOTE: Please forward your application, quoting the relevant reference number (on application and envelope) for the attention of Ms Thenjiwe Gasa 012 319 1304, Government Pensions Administration Agency, 34 Hamilton street, Arcadia, Pretoria 0001.

Closing date: 7 November 2015 before 12h00 noon. No faxed/e-mailed or late application will be accepted.

Requirements of Applications: Must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gpaa.gov.za (Originally signed). Must be accompanied by a comprehensive CV with original certified copies of all qualifications (including matriculation), ID document and drivers license if a prerequisite (copies of certified documents will not be accepted). Certified documents should not be older than 3 months. Application that don't meet the above requirements will be deemed as regret.

Candidates must agree to the following: Signing of a Declaration of Secrecy, that a thorough reference and Security Clearance check with regard to work performance, SA citizenship, qualifications, criminal and credit record can be done and if it is not positive, the candidate can be asked to leave the service of the Department. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Government Pensions Administration Agency reserves the right not to fill the advertised position. It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short listed candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test.



the gpaa

Department:
Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA