

NATIONAL DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

APPLICATIONS:

The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail

FOR ATTENTION:

Ms M Shitiba

NOTE:

All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to fill the posts. 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

: **VETTING OFFICER (REF NO: NDOH 81/2025)**

SALARY

: R 325 101 per annum (plus competitive benefits)

CENTRE

: Directorate: Security Services. Pretoria

REQUIREMENTS

: A Grade 12 certificate and NQF 6 qualification in Social Sciences / Security Management or Policing as recognized by SAQA. A relevant training courses offered by the State Security Agency (SSA) is required. Experience in security related and/or vetting field will be an advantage. Knowledge of Minimum Information Security Standard (MISS) and general administrative function including vetting. Knowledge of Public Service Act and Regulations, National Strategic Intelligence Act, Protection information Act, Criminal Procedure Act, Promotion of Information Act and South African Constitution. Good communication (verbal and written), problem solving and analysis, initiative, acceptance of responsibilities, teamwork, ability to manage conflict, diplomacy and listening skills, customer focus and responsiveness, planning, organizing

and computer skills (MS Office package). Ability to work under pressure and in a team. A valid driver's license.

DUTIES

: Conduct vetting fieldwork investigations. Conduct proper analysis and quality checks on the information. Conduct and submit reports to management and NIA on all vetting files and reports completed on a regular basis. Conduct vetting investigations in respect of confidential and secret and top-secret levels. Provide 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 guidance on the interpretation and application of legislation, policies and procedures. Provide effective communication channels and systems between the department and SSA and other related agencies. Liaise regularly with SSA, SAPS and Home-Affairs and other critical stakeholders for advice and assistance and to obtain additional information. Establish and promote relationships with external stakeholders, including credit information providers, to access information.

ENQUIRIES

: Dr T Nghonyama at tel no (012) 395 8746

CLOSING DATE

: 3 November 2025