

INTERNAL VACANCY

REF NO : KEY CONTROLLER
DIVISION : CRITICAL INFRASTRUCTURE – MTN
POSITION : KEY CONTROLLER
CLOSING DATE : 26 JUNE 2025

An internal Vacancy exist for the **Key Controller** in the **Critical Infrastructure Division – MTN** based in **Polokwane**.

The suitable candidate's main responsibilities and duties include, but are not limited to the following:

- ✦ Accurate input into the ICrypto vetting system.
- ✦ Preparing documentation as required for ON Boarding and Offboarding of individuals on ICrypto.
- ✦ Submit ICrypto application documents to the vetting team for uploading onto ICrypto.
- ✦ All ad hoc duties as determined and/or tasked by the Manager.
- ✦ Maintain a daily vetting work in Progress report providing all details on the status of all vetting files
- ✦ Liaise with vetting office to collate all outstanding documents and upload to ICrypto and MIE.
- ✦ Storing and saving all documentation in a controlled environment
- ✦ Access the MIE (Biometric Fingerprint System)
- ✦ Accurate capturing of fingerprints of individuals
- ✦ Arrange and schedule all Polygraph appointments
- ✦ Compile all Polygraph result reports and distribute to relevant companies and individuals.
- ✦ Ensure Quality, accuracy, and completeness of information
- ✦ Always ensure confidentiality of information and documentation
- ✦ Ensure customer/management feedback through the correct and agreed SOP
- ✦ Assist with development of and submit relevant management information reports
- ✦ Assist and communicate with vendors, contractors, and subcontractors in an efficient manner
- ✦ Update records on a daily basis
- ✦ Act with integrity, honesty, loyalty, and fairness at all times.
- ✦ Understand the basic criminal Act regarding SAPS reports
- ✦ Get trained on using the Abloy/Cliq key devices
- ✦ Get trained on Remedy application to log requests and receive Remedy generated actions.
- ✦ Sound knowledge of company disciplinary procedures
- ✦ Guides vetting decisions by establishing, monitoring, and enforcing policies and procedures.
- ✦ Protects assets by establishing, monitoring, and enforcing internal controls.
- ✦ Monitors and confirms the keys condition by conducting audits and providing information to internal and external auditors.
- ✦ Accountable to issue keys and collect from terminated employees.
- ✦ Keeping track of keys issued to companies.
- ✦ Safekeeping of un-allocated keys belonging to MTN or contractors.
- ✦ Managing of office documents
- ✦ Assisting the BPC Regional Managers
- ✦ Taking minutes of all regional meetings or any other meetings attending.
- ✦ Keep 100% accurate record of all keys issued and programmed against any applicant.
- ✦ Perform a cross verification of work orders against access requests by individual to ensure access is authorised

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- ✚ Regularly do random clean-up checks on the ICrypto Database for discrepancies and obvious mistakes made and submit a bulk file change to the ICrypto support team after obtaining approval to do so from the Vetting manager.
- ✚ Create a new user on ICrypto, arrange the immediate upload, arrange for immediate new key allocation to new user, create a Test Lock works order, assist user with downloading of the MTN Access application (ICrypto), test Key by unlocking the onsite lock.
- ✚ Familiarise yourself with the various keys used to unlock MTN containers such as Cliq keys, NeoCom locks, Blue Locks etc.
- ✚ Provide feedback to customer on status of MIE criminal checks.
- ✚ If any positive/Inconclusive results are received, the SPOC need to be informed that they must motivate an approval.
- ✚ Should motivation for foreigners and positively vetted users be received, forward to the Vetting manager for attention. Attend to your regions requests and assist other regions, when possible, upon their request.
- ✚ Daily communications and teamworking with your vetting counterpart.
- ✚ Update your Database on a daily basis with all relevant information to enable good Governance i.e., dates received, date requested, date uploaded. Mark those immediately and honestly where you have failed the KPI of 1 day and 2 days as per accompanied KPI and SLA measurement documentation.
- ✚ Do your own weekly Governance checks on your activities and mark those where you could improve.

Proven excellent interpersonal and verbal communication skills to be able to:

- ✚ Matric (Grade 12)
- ✚ Deal confidently and effectively with people at all levels across the social spectrum from all backgrounds.
- ✚ Demonstrate a high level of tact, sensitivity and maturity in outlook.
- ✚ Be confident and articulate in all communications i.e. face to face, telephone and written work.
- ✚ Possess good powers of concentration and be able to work independently, accurately and methodically under pressure
- ✚ Excellent language skills (especially English)
- ✚ Excellent communication skills
- ✚ Basic MS Office (Excel and Word)
- ✚ Well organised and focused
- ✚ Attention to detail

Interested candidates to email CV and Internal Application Form to internalcv@proteacoin.co.za
Employment consideration will be in accordance with the Employment Equity Act requirements
Should you not hear from us within 14 days after closing date, your application should be considered unsuccessful



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