

INTERNAL VACANCY

REF. NO : INFORMATION ANALYST
DIVISION : CRITICAL INFRASTRUCTURE
POSITION : INFORMATION ANALYST
CLOSING DATE : 26 JUNE 2025

An Internal Vacancy exists for an **Information Analyst** in the **Critical Infrastructure Division** based in **Centurion – Head Office**.

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

- ✚ General office administration
- ✚ Training and mentoring of forensic data administrators (All levels)
- ✚ Responsible for basic office administration of forensic data administrators (All levels)
- ✚ Compile and performance appraisals of SR forensic data administrators
- ✚ Manage dedicated division workloads between data administrators (All levels)
- ✚ Analysis of crime information and compilation and presentation of crime reports and/or risk analysis reports

Preferred qualifications/attributes/skills:

- ✚ Grade 12 or equivalent qualification
- ✚ MS office programs proficiently (Advanced)
- ✚ Experience in report writing and presentation skills
- ✚ Attention to detail
- ✚ Ability to work under pressure, meet deadlines and thrive in a fast-paced and sometimes high-pressure environment
- ✚ Excellent written, verbal communication, report writing and presentation skills
- ✚ Dependable, work independently, meticulous and precise
- ✚ Well versed in observing and assessing information (Analytical thinking)
- ✚ Ability to plan, organize, and supervise the work of others
- ✚ Leadership and management skills (Emotional intelligence, adaptability, resilience and problem-solving skills)
- ✚ Ability to nature beneficial business relations
- ✚ Working experience in any of the following relevant fields: LAW/ Enforcement/ Intelligence/ Risk Management/ Crime Information Environment.
- ✚ Report writing skills/Presentation skills
- ✚ Minimum of 2 -4 years' experience in data capturing
- ✚ Minimum of 1-5 years of experience in Forensic Data Analysis
- ✚ minimum of 2-4 years of experience in compiling and dealing with crime statistical reports
- ✚ Clean criminal and ITC record (Will be submitted to a polygraph and background Test)
- ✚ Working knowledge of data analysis applications, tools and systems will be an advantage
- ✚ Excellent communication and client relations skills

Interested candidates to E-mail CV and Internal Application Forms 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 the closing date, your application should be considered unsuccessful

CEO: C Diavastos
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