



*paying the right social grant, to the right person,
at the right time and place. NJALO!*



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

ASSA is a dynamic organisation that provides a range of essential services to a diverse group of South Africans. With offices countrywide, our operational structures aspire to embrace all that is state-of-the-art, offices that are modern and an environment designed to stimulate the worker to achieve, enjoy, progress and prosper.

**ADVERT
MPUMALANGA**

INTERNAL ADVERT

1x Senior Grants Administrator

Salary: R257 508 – R303 339 p.a. exclusive of benefits

Location: Thaba Chweu Local Office: Ehlanzeni District, (Ref No: SAS/MPU/20/04)

Candidates should hold a Senior Certificate plus 5-7 years' experience in Social Security in the (Grants Value Chain) or a National Diploma / Degree / NQF equivalent qualification with 2-3 years' experience in Social Security (Grants Value Chain); Knowledge and experience of the SOCPEN System, Computer literacy at intermediate level and a valid driver's as added advantage.

The incumbent will check the completeness of grant applications and supporting documents; Verify applications and means test; Approve or reject applications; Process other grant documents; Perform other grants value chain functions; Oversee the quality of the administration of social grants and advise on policies and processes within the grants value chain; Manage staff performance and resources as well as to ensure adherence to section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3)

Preference will be given to African Male and followed by Coloured Male and white Male respectively as at the time of appointment.

EXTERNAL ADVERT

2x Grants Administrator

Salary: R173 703 – R204 612 p.a. exclusive of benefits

Location: Mbombela Local Office: Ehlanzeni District, (Ref No: SAS/MPU/20/02)

Location: Msukaligwa Local Office: Gert Sibande District, (Ref No: SAS/MPU/20/03)

Candidates should hold Matric / NQF equivalent as a minimum requirement coupled with 0 - 2 years working experience; computer literacy at intermediate level a valid driver's license as an advantage.

The incumbent will be responsible for the screening of all grants applications; Capture applications on the system; provide customer care; process other grants documentation; perform other grants administration functions and conduct quality control on grants applications as well as ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3)

Grants Administrator: Msukaligwa Local Office: Preference will be given to African Male followed by African Female and followed by Coloured Male respectively as at the time of appointment.

Grants Administrator: Mbombela Local Office: Preference will be given to African Male followed by Coloured Male and followed by Indian Male as at the time of appointment.

Important notes: All these positions are advertised with the minimum requirements. Appointments will be subjected to compulsory pre-employment screening in the form of qualification, reference, ITC, criminal checks and compulsory competency assessment (where applicable). It is our intention to promote representivity in terms of race, gender and disability through the filling of this post and candidates whose appointment will promote representivity will receive preference. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA) prior to the selection process. SASSA is under no obligation to fill a post after the advertisement thereof. **Please note:** All SASSA staff are subjected to compulsory security vetting on appointment. Faxed or e-mailed applications will not be accepted. Should candidates wish to apply for more than 1 post, separate application forms should be completed and sent to the relevant SASSA office on or before the **Closing date: 11 March 2020.**

Applicants interested in applying for this post should send their applications (CV, recently certified copies of qualifications, driver's license, ID which are not older than 6 months – no copies of certified copies, a fully completed and signed Z83 form) quoting the relevant reference number to the relevant address:

Attention: Manager: HCM, Postal Address: Private Bag X11230, Nelspruit, 1200. Hand delivery: SASSA House, 18 Ferreira Street, Nelspruit, 1200. Enquiries: Ms A Ndlovu on 013 754 9334 or Mr Mahlalela TA at 013 754 9423.

If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application has been unsuccessful.
Visit us at www.sassa.gov.za or toll free: 0800 60 10 11

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