

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



**sassa**  
SOUTH AFRICAN SOCIAL SECURITY AGENCY

**SASSA 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.**

## EXTERNAL ADVERT

### WESTERN CAPE REGION

#### **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (2 POSTS)**

**Salary:** R257 503 – R303 339 (SL 7) p/a exclusive of benefits.

**Location:** Bellville Local Office (1 post) **(REF:AO2020/BELL)**

**Location:** Eerste River Local Office (1 post) **(REF:AO2020/EER)**

**Minimum Requirements:** Candidates should hold a relevant Degree/National Diploma with 1-2 years working experience. Computer literacy and a valid driver's license are essential (the successful candidate will be expected to drive).

The incumbent will be responsible to monitor and ensure the maintenance of log books of pool vehicles; ensure the implementation and maintenance of appropriate registers; monitor the implementation and maintenance of database assets. Ensure the local office staff comply with HR policies and procedures; ensure that all HR forms and documents are correct and complete; ensure that HR request/ documents/ forms are forwarded to District office timeously; ensure the maintenance of appropriate registers. Ensure the implementation and maintenance of a filing system that is aligned to the master file plan of SASSA; represent the Local Office in various meetings, forums committees; assist with the arrangement of meetings and special events or awareness campaigns. Obtaining of quotations if not available; write motivation and attached comparative schedule; obtain approval from delegated authority; ordering of items; receipts, check and book items in accordance to the delivery note. Supervision, appraisal, disciplinary; leave; training and development; planning and organization; guidance and monitoring. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3).

**Toll free: 0800 60 10 11**  
**www.sassa.gov.za**

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social development  
Department:  
Social Development  
REPUBLIC OF SOUTH AFRICA



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**Bellville Local Office: Preference will be given to Persons with Disability/Coloured Males, Coloured Females followed by White Males respectively as at the time of appointment.**

**Eerste River Local Office: Preference will be given to Persons with Disability/African Females, White Males followed by African Males respectively as at the time of appointment.**

**Important notes:** All these positions are advertised with minimum requirements. Appointment will be subject to a 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 these posts and candidates whose appointment will promote representivity will receive preference. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) prior to the selection process. SASSA is under no obligation to fill a post after the advertisement thereof. All SSSA staff are subject to compulsory Security Vetting on appointment.

**Closing date: 09 October 2020 @ 16:00.**

Applicants interested in applying for these posts should send their applications via email to: **WC-Applications@sassa.gov.za**.

ONLY the Reference Number to be included in the Subject heading of your e-mail.

Applications must be limited to: Z83 & CV (4 pages max) (NQF level must be indicated in respect of highest tertiary qualification).

Only one attachment / application per e-mail. All the above documents to be scanned in black & white only – no separate documents will be allowed.

Strictly applications meeting the above criteria will be considered.

**Enquiries:** Ms Thabile Sigabi – 021 469 0258 / Ms Namhla Henda – 021 469 0258.

**If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application has been unsuccessful.**

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