

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



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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 CLERK: EXECUTIVE SUPPORT – METRO 1 DISTRICT OFFICE

Salary: R173 703 – R204 612 (SL 5) p/a exclusive of benefits.

Location: Bellville Local Office (REF:AC2020/METRO 1)

Minimum Requirements: Candidates should hold a Senior Certificate/NQF equivalent coupled with 0-1 years' working experience within customer service. Computer literacy and a Valid Driver's license are essential.

The incumbent will effectively assist with the co-ordination of the compilation of the strategic and business plans for the district and local offices. Assist with document and information management: record, store, capture and retrieve correspondence and data, update registers and statistics in the Office of the DM, keep and maintain the incoming and outgoing document register of the office. Provide administrative support to the Office of the District Manager: handle routine enquiries, type letters and/or other correspondence when required, distribute documents to various stakeholders as required, assist with secretariat services, travel arrangements, claims and related matters as well as the coordination of management reports.

Preference for the above position will be given to Persons with Disability, White Female/Male followed by Coloured Male 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. **Closing Date: 9 October 2020 @ 16:00.**

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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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.

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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