

*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

MANAGER: LOCAL OFFICE

Salary: R869 007 – R1 023 645 (SL 12) p/a inclusive of benefits.

Location: Mitchells Plain Local Office (**REF:MOLO2020/MPLAIN**)

Location: Worcester Local Office (**REF:MOLO2020/WORC**)

Minimum Requirements: Candidates should hold a degree and/or 3 year tertiary qualification in the relevant field coupled with 1-2 years management experience in the Grants Administration (entire value chain); Knowledge of SOCPEN and MIS, SASSA's constitutional mandate and relevant policies and legislation in Public Management as well as social security management and poverty alleviation matters; Computer literacy and a valid driver's license are essential.

The incumbent will be: Managing, give effect to, monitor and report on the implementation of the Local Office operational plan; Managing social security operations pertaining to grants and clients administration at the Local Office and service offices which includes the processing, verification, approval/rejection of all types of grants applications and ensure compliance to the relevant acts, policies and prescripts; Responsible to ensure that control measures are applied and effectively executed; Responsible to ensure that proper beneficiary data and records are compiled and aligned with SASSA prescripts and policies; Responsible to ensure the optimal utilisation of resources ascribed; Manage and oversee all support services functions.

PLEASE NOTE THAT FOR BOTH POSITIONS:- Preference will be given to Persons with Disability/ Coloured Females, African Females followed by Indian Females respectively as at the time of appointment.

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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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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