

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



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

EXTERNAL ADVERT
GAUTENG (TARGETED FOR PEOPLE WITH DISABILITIES)

SASSA is a dynamic organization 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

Clerk: Labour Relations

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

Location: Gauteng Regional Office (Ref: **GP 02/08/21**)

The candidate should have a Senior Certificate; 0-1 year working experience; Computer literacy is essential; a post matric qualification (NQF Level 6 or 7 with the minimum 360 credits) as well as a valid driver's licence will serve as an added advantage.

The incumbent will render general clerical support service: Record, organise, store, capture and retrieve correspondence and data in terms of Disciplinary cases, Grievances, Dispute resolution, training provided and update registers and statistics and handle routine enquiries, make photocopies and receive or send facsimiles, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component, type letters and/or other correspondence when required, keep and maintain the incoming and outgoing document register of the component. The incumbent will assist with the facilitation of Labour Relations training and maintain database, Assist to maintain a support database for Labour Relations cases in the Region. Support the Labour Relations Unit with Administrative matters. Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, and Part 3).

Preference will be given to:

- **People with disability as at the time of appointment.**

The application for the above position must be sent to: ApplicationsMal@sassa.gov.za

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. 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. E-mailed applications will be accepted.

Closing date: 03 September 2021

Applicants interested in applying for these posts should send their applications (CV and covering letter only, quoting the relevant reference number and position name as per the advert) to emails indicated on each position. Kindly note that copies of qualification, certificate, ID and driver's license etc., should be submitted upon request.

Enquiries: Ms Mashudu Malivha on 011 241 8563.

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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social development
Department
Social Development
REPUBLIC OF SOUTH AFRICA

