

*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: Personnel Provisioning and Maintenance

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

Location: Gauteng Regional Office (Ref: **GP 01/08/21**)

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 handle personnel administrative matters, which include capturing of information on the oracle system Recruitment, Selection and Appointment, Staff allowances, Staff resettlement, Transfer of staff between components, units regions etc., Secondments, Long Service Awards, Termination of services and Leave administration matters such as handling of incapacity leave matters and leave database, Capturing of leave on the oracle system (Leave without pay, PILLIR Cases, IOD), monitoring of leave transactions on Oracle, Conducting leave audit, Ensuring that leave forms are being filed. (Leave without pay, PILIR Cases); Assist with the compilation of statistical reports on human capital matters and Support district offices and local offices with human capital operational issues; Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

Preference will be given to:

- **People with disabilities 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
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