

*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 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**

## **Gauteng Region**

### **External Advert**

**Clerk: Executive Support: (Contract appointment ending 31 March 2022)**

**Salary: R173 703.00 p.a. plus 37% in lieu of benefits**

**Location: Gauteng Regional Office: Office of the REM: (REF NO: GP/01/11/21)**

**Minimum Requirements:** The candidate should have a Senior Certificate (NQF Level 4) coupled with 0 – 1 year working experience, Computer literacy and a valid driver's license will be an added advantage.

**Key Responsibility Areas:** The incumbents will be responsible to render clerical support services, provide supply chain clerical support services within the sub-unit, provide personnel administration clerical support services and provide financial administration support services in the sub-unit.

**Document Management Administrator x 2: (Contract appointment ending 31 March 2022)**

**Salary: R173 703.00 p.a. plus 37% in lieu of benefit**

**Location: Gauteng Regional Office: Beneficiary Maintenance Unit: Selby (REF NO: GP/02/11/21)**

**Minimum Requirements:** The candidate should hold Matric Certificate (NQF Level 4) with 0 – 1 year administrative experience, Computer literacy and a valid driver's license will be an added advantage

**Key Responsibility Areas:** The incumbent will carry out document administration responsibilities for beneficiary records management; Receiving and capturing of files/loose correspondence/transfers; Quality assurance and scanning of files; Maintenance and retrieval of files and disposal of files.

**Applications for the above mentioned positions must be forwarded to: [ApplicationsMal@sassa.gov.za](mailto:ApplicationsMal@sassa.gov.za)**

**Important notes:** Appointments will be subjected to compulsory pre-employment screening in the form of qualification, reference, ITC, criminal checks. 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 December 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) the subject heading of the email should indicate the name of the position you are applying for. Applicants must ensure that they send their application to a correct address/email indicated on the position. Kindly note that copies of qualifications, certificates, ID and drivers license etc., should be submitted **upon request**. Attention: **Mr. M Setati 011 241 8403**.

**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](http://www.sassa.gov.za) or toll free: 0800 60 10 11.**

