

*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 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 EASTERN CAPE

Grant Administrators (x5 Posts)

Salary: R 176 310 – R 207 681 p.a. exclusive of benefits

Location: **Sterkspruit** (Ref: SAS 25/2022); **Mount Fletcher** (Ref: SAS 26/2022); **Mthatha x2** (Ref: SAS 27/2022);
Graaff Reinet (Ref: SAS 28/2022)

Requirements: Candidates should hold a Senior Certificate (NQF Level 4) coupled with 0-2 years working experience; Knowledge in the Grants Administration/Social Security environment; Computer literacy is essential and a valid driver's license will be an added advantage.

Duties: The incumbent will effectively screen all grant applications; Capture applications on the system; Provide customer care; Process other grant documentation/perform other grant administration functions; Conduct quality control on grant applications; Ensure adherence to Section 57 of the Public Finance Management Act (PFMA Chapter 6, Part 3).

Applications for the above posts of Grant Administrators must be sent to the following emails:

| | |
|---|--|
| Applications for Mthatha | PheloApplicationsec@sassa.gov.za |
| Applications for Mount Fletcher and Sterkspruit | ZolekaApplicationsec@sassa.gov.za |
| Applications for Graff Reinet | ThembelaApplicationsEC@sassa.gov.za |

Administrative Officers (x2 Posts)

Salary: R 261 372 – R 307 890 p.a. exclusive of benefits

Location: **Cofimvaba** (Ref: SAS 29/2022); **Sterkspruit** (Ref: SAS 30/2022)

Requirements: Candidates should hold a Senior Certificate (NQF Level 4) coupled with 3-5 years' experience in the relevant field or undergraduate qualification (NQF Level 6) as recognized by SAQA coupled with 1-2 years' experience in the relevant field; Computer Literacy and valid driver's License are essential.

Duties: The incumbent will provide support services to the local office in respect of transport; human resource administration; provisioning services; general administrative support services; asset management activities and manage subordinates. Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, Part 3)

Applications for the above posts of Administrative Officers must be sent to the following emails:

| | |
|------------------------------|--|
| Applications for Cofimvaba | NokuzolaApplicationsEC@sassa.gov.za |
| Applications for Sterkspruit | ZintleApplicationsEC@sassa.gov.za |

Toll free: 0800 60 10 11
www.sassa.gov.za

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social development
Department:
Social Development
REPUBLIC OF SOUTH AFRICA



TOGETHER WE CAN BUILD THE COUNTRY

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Unit Coordinator (x1 Post)

Salary: R 261 372 – R 307 890 p.a. exclusive of benefits

Location: Alfred Nzo District Office (Ref: SAS 31/2022)

Requirements: Candidates should hold a Senior Certificate (NQF Level 4) coupled with 3-5 years administrative experience on clerical level or undergraduate qualification (NQF Level 6) as recognized by SAQA coupled with 1-2 years administrative experience. Computer Literacy is essential.

Duties: The incumbent will provide comprehensive secretarial support services, provide administrative support services; assist with the development, formatting and finalization of documentation; manage the document flow and filing system; assist with matters pertaining to internal budgeting, financial management and human resource administration; assist with internal management processes; assist with matters pertaining to procurement and provisioning.

NB: The application for the above positions must be sent to UnathiApplicationsec@sassa.gov.za

“The Agency is an equal opportunity employer. Therefore, preference will be given to candidates whose appointment will assist the Agency in achieving its Employment Equity targets in terms of the Agency’s Employment Equity Plan. Person with Disabilities are strongly encouraged to apply”

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 (where applicable). 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.

Closing date: 9 September 2022

Applicants interested in applying for these posts should send their applications (**CV, fully completed signed new Z83**) quoting the **relevant reference number and position name** as per the advert. The subject heading of the email should indicate the **reference number and name of the post** you are applying for. Applicants must ensure that they send their applications to the **correct email indicated on the position**. Applications sent to the **incorrect email will not be considered**. Kindly note that certified copies of qualifications, ID, valid driver’s license etc should be submitted upon request. Should candidates wish to apply for more than 1 post, separate application should be sent for each position.

If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application has been unsuccessful.

Enquiries: Ms U. Gombiza 043 707 6448/ Ms Z. Nqowana 043 7076522

Visit us at www.sassa.gov.za or toll free: 0800 60 10

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