

*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 EASTERN CAPE

Administrative Officers (x4 Posts)

Salary: R 269 214 – R 317 127 p.a. exclusive of benefits

Location: Qumbu (Ref: SAS 45/22); Cala (Ref: SAS 46/22); Cradock (Ref: SAS 47/22); Stutterheim (Ref: SAS 48/22);

Minimum Requirements: Candidates should hold a Senior Certificate (NQF Level 4) plus undergraduate qualification (NQF Level 6) as recognized by SAQA coupled with 3 years relevant experience. Computer Literacy is essential.

Added advantage: A valid driver's license will be an added advantage.

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)

NB: Applicants interested to apply for the above posts must send their applications to the following address or hand delivery, email will not be accepted.

Admin Officer Qumbu	<p>Postal address: Attention Manager HCM, SASSA O.R.Tambo No 26 Corner Victoria & Madeira Street Steve's motors building Mthatha 5099</p> <p>Hand Delivery same as the postal.</p>	<p>Enquiries: Ms N. Ntshotsho 047- 5016812</p>
Admin Officer Stutterheim	<p>Postal address: Attention Manager HCM 34 Arglye Street Octoproc Building East London 5201</p> <p>Hand delivery same address as the postal.</p>	<p>Enquiries: Ms Marala 043 - 7010914</p>
Admin Officer Cala and Cradock	<p>Postal address: Attention Manager HCM, Private Bag X9001, East London, 5201 or</p> <p>Hand delivery: SASSA Office Park, BKB Building, Corner Fitzpatrick & Merino Road, Quigney, East London</p>	<p>Enquiries: Ms Nqowana 043 - 7076522</p>

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 COORDINATOR

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“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: 14 December 2022

Applicants interested in applying for these posts should send their applications (**CV and 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 Z. Nqowana 043 7076522

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

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