

[*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.

ERRATUM EXTERNAL ADVERT

Grant Administrators (x4 Posts)

Salary: R 173 703 – R 204 612 p.a. exclusive of benefits

Location: Humansdorp (Kareedow) x 1 (Ref.: SAS 02/2020)

Lady Frere x 1 (Ref: SAS 03/2020)

Qumbu x 1 (Ref: SAS 04/2020)

Libode x 1 (Ref SAS 05/20)

Candidates should hold a Senior Certificate 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.

The incumbent will effectively render Social Security services; screening and completing customer checklists; receive applications in terms of the relevant Act; Attend to social grant related queries to prevent litigation; prepare statistical performance templates; review all identified grants in terms of the Act and Regulations; prepare and process grants on SOCPEN; assist in completion of projects and prepare recommendations for management.

NB: All the above locations: Preference will be given to Person with disability as at the time of appointment.

Clerk: Operations Management (x1 Post)

Salary: R 173 703 – R 204 612 p.a. exclusive of benefits

Location: Sarah Baartman District Office (Ref.: SAS 06/2020)

Candidates should hold a Senior Certificate 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

The incumbent will assist with the rendering of administrative support; Assist with individual problematic beneficiary cases referred to regional office for investigation; Assist to deal with overpayments in respect of alleged fraudulent cases; Collate information from all districts in order to draft reports on statistical issues on grants operational issues within the region; Assist with the monitoring of SOCPEN training within the region.

Preference will be given to Person with disability as at the time of appointment.

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ERRATUM EXTERNAL ADVERT

Regional Office

Clerk: Supply Chain Management (x1 Post)

Salary: R 173 703 – R 204 612 p.a. exclusive of benefits

Location: Supply Chain Management Unit (Ref.: SAS 07/2020)

Candidates should hold a Senior Certificate with Accounting and Mathematics as a subject coupled with 0-1 year working experience, a B degree or National Diploma in Accounting will be an added advantage; Knowledge, experience, interpretation and application of accrual accounting and GRAP standards; ERP Knowledge on Oracle or SAP or AccPac or Accrual Accounting compliant systems and valid driver's license will be an added advantage.

The incumbent will be responsible for sourcing and evaluating quotations, complete SCM requisition forms; register demand plans for various units; capture new suppliers on the supplier database; capture all requisitions, purchase orders, blanket purchase agreements; monthly reporting on status of procurement of goods/services. Implement procurement policies and practices with applicable GRAP standards, SA-GAAP and IFRS, PFMA, Treasury Regulations, Constitutions, Preferential Procurement Policy Framework Act and other various regulations.

Preference will be given to African Male/ Person with disability, followed by African Female and White Female respectively at the time of appointment.

Practitioner: Communications and Marketing

Salary: R 316 791 – R 373 167 p.a. exclusive of benefits

Location: Communications Unit (Ref.: SAS 08/2020)

Candidates should hold a B Degree and /or 3 year tertiary qualification in the Communication/Public Management/Marketing coupled with 2-3 years' experience in the communication environment; Computer Literacy is essential and valid driver's license are essential.

The incumbent will assist with the coordination and facilitation of marketing in the Region. Build and maintain relations with members of the media and stakeholders. Assist with the coordination and facilitation of communication processes in the Region. Assist the Regional Communications Manager with developing media statements and press releases. Contribute to the development, management and coordination of the Regions information systems. Participate in the Communication Forum meetings to represent regional inputs; Assist to solicit answers to parliamentary questions where there is no parliamentary officer. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3)

Preference will be given to African Male, followed by Coloured Male and White Male respectively at the time of appointment.

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ERRATUM EXTERNAL ADVERT

Local Office Managers (x2 Posts)

Salary: R869 007 R1 023 645 p.a. inclusive of benefits

Location: Grahamstown (Ref: SAS 09/2020)
Sterkspruit (Ref: SAS 10/2020)

Candidate should hold B degree or a 3 year tertiary qualification coupled with 1-2 years management experience in the relevant field; Knowledge of SASSA's Constitutional mandate; relevant policies and legislation in Public Management; Knowledge of social security management and poverty alleviation matters; Computer literacy and a valid driver's license are essential.

The incumbent will be responsible for the management of the divisions at the Local Office; Provide Support Services – Human Capital Management, Financial Accounting and Supply Chain Management services, including Fleet Management, Facilities Management, ICT enquiries and Records Management, Management of the Grant Administration (Operations Management, Customer Care, Paypoint Management, Disability Management and Beneficiary Maintenance); Compilation of the operational plan; Manage resources; stakeholder engagements and outreach programmes; Data acquisition, analysis and management of information/ reporting to the District.

Preference will be given to African Female/Person with disability followed by Coloured Female followed by White Female respectively as at the time of appointment

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 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. Faxed or e-mailed applications will not be accepted. Should candidates wish to apply for more than 1 post, separate application forms should be completed and sent to the relevant SASSA office on or before the **Closing date: 6 March 2020**

Applicants interested in applying for these posts should send their applications (CV, recently certified copies of qualifications, driver's license, ID including a fully completed and signed Z83 form) quoting the relevant reference number to the relevant address:

Attention: Manager: HCM, SASSA, Private Bag X9001, East London 5201. Hand delivery: SASSA Office Park, BKB Building, corner Fitzpatrick and Merino Road, Quigney, East London. Enquiries: Ms Z. Nqowana 043 707 6522

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

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