

*paying the right social grant, to the right person,  
at the right time and place. NJALO!*



**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

### Grant Administrators (2x Posts)

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

**Location:** Queenstown (Whittlesea) Local Office (Ref.: SAS 15 /2020)

Mthatha Local Office (Ref.: SAS 16 /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 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.

**Queenstown (Whittlesea): Preference will be given to African Male/ Person with disability, followed by Coloured Male and followed by White Male respectively as at the time of appointment**

**Mthatha: Person with disability at the time of appointment**

### Unit Coordinator (x1 Post)

**Salary:** R 257 508 – R 303 339 p.a. exclusive of benefits

**Location:** Regional Office (Ref.: SAS 17/2020)

Candidates should hold a Senior Certificate coupled with 2-3 years secretarial; experience. Experience in document management, preparation of documents; Ability to take minutes and sound understanding of government policies is necessary; Computer literacy is essential and a valid driver's license will be an added advantage.

The incumbent will arrange meetings and workshops, manage and maintain Senior Managers diaries and schedule appointments; Make travel arrangements for the staff in the Units; Complete and process claim forms for the staff within the units; File records and documents for the Senior Managers; Implement and manage the electronic document tracking system; Control the incoming and outgoing correspondence within the Units; Professional formatting and finalization of submissions presentations reports, etc. Type, fax and photocopy documents and records; Record telephone messages for Senior Managers and update them accordingly.

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

Toll free: 0800 60 10 11  
[www.sassa.gov.za](http://www.sassa.gov.za)

SASSA News @OfficialSASSA



social development  
Department  
Social Development  
REPUBLIC OF SOUTH AFRICA





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## EXTERNAL ADVERT

**Clerk:** Supply Chain Management (**x1 Post**)  
**Salary:** R 173 703 – R 204 612 p.a. exclusive of benefits  
**Location:** OR Tambo District Office (Ref.: SAS 18/2020)

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 Female/Person with disability, and followed by Coloured Female and followed by White Female respectively as at the time of appointment**

**Clerk:** Labour Relations (**x1 Post**)  
**Salary:** R 173 703 – R 204 612 p.a. exclusive of benefits  
**Location:** Regional Office (Ref.: SAS 19/2020)

Candidates should hold a Senior Certificate coupled with 0-1 year relevant experience, a B degree or National Diploma in the relevant field will be an added advantage; Computer Literacy is essential and valid driver's license will be an added advantage.

The incumbent will render general clerical support services; Assist with the facilitation of Labour Relations training and maintain a training database; Assist to maintain a support database for Labour Relations cases in the Region; Support the Labour Relations Unit with administrative matters; Assist with the compilation of statistical reports on labour relation matters

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

**Clerk:** Disability Management (**x1 Post**)  
**Salary:** R 173 703 – R 204 612 p.a. exclusive of benefits  
**Location:** Sarah Baartman District Office (Ref.: SAS 20/2020)

Candidates should hold a Senior Certificate coupled with 0-1 year 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 provide administrative support relating to disability management within the Section; Assist in monitoring and evaluating in terms of adherence of national norms and standards in processes and procedures regarding the administration of disability and care dependency grants within the district; Assist with the drafting of correspondence to various stakeholders relating queries and information required; Ensure adherence to Section 57 of the Public Finance Management Act.

**Preference will be given to African Male/Person with disability, followed by Coloured Male and followed by White**



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**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: 13 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.**