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EXTERNAL ADVERT

Helpdesk Operator – ICT (x1 Post)

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

Location: **Regional Office: East London (Ref: SAS 60/2020)**

Candidates should hold a relevant Degree/National Diploma in the relevant field coupled with 1-2 years' experience in the field. Driver's license will be an added advantage.

The incumbent will provide first level contact and convey resolutions to customer issues; Track, route and redirect incidents to correct resources; Follow up with stakeholders, provide feedback and see problems through to resolution Ensure proper recording, documentation and closure; Document and maintain ICT processes and procedures.

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

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

Unit Coordinator (x1 Post)

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

Location: **Regional Office (Ref: SAS 61/2020)**

Candidates should hold a Senior Certificate coupled with 2-3 years appropriate secretarial; financial and human resource 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, Coloured Female and followed by White Male respectively as at the time of appointment

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



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Clerk: Supply Chain Management (x1 Post)

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

Location: Joe Gqabi District Office (Ref: SAS 62/2020)

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, Coloured Male, followed by Coloured Female as at the time of appointment

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

Assistant Manager: Beneficiary Maintenance (x1 Post)

Salary: R 376 596 – R 454 920 p.a. exclusive of benefits

Location: Regional Office: East London (Ref: SAS 63/2020)

Candidates should hold a B. Degree and/or 3 year tertiary qualification in the relevant field coupled with 3-5 years supervisory experience; a B Degree or National Diploma in IT will be an added advantage. Knowledge of SASSA's constitutional mandate policies; legislation; social security management and poverty alleviation matters is required; Computer Literacy and valid driver's license is essential.

The incumbent will assist with the management, implementation and maintenance of business systems in the Region; Management of user accounts; Monitor and facilitate exceptions; Monitor and report on user activities to ensure information integrity (security control); Analyse data and identify risk areas; Ensure users are supported in terms of technical and system support; Provide advice on system related matters; Identify and conduct training to users.

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

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



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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 applications will not be accepted. Applications should be sent to the email indicated to each position on or before the **Closing date: 15 December 2020**

Applicants interested in applying for this post should send their applications (CV and covering letter ONLY) quoting the relevant reference number and position name as per the advert to emails indicated to each position. Kindly note that copies of qualifications, ID, Driver's License and signed Z83 should be submitted upon request.

Enquiries: Ms U. Gombiza 043 707 6448

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

