

*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

Manager Communications and Marketing (x1 Post)

Salary: R 744 255 – R 876 705 p.a. inclusive of benefits

Location: Regional Office (Ref: SAS 06/2022)

Requirements: Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA in the relevant field, coupled with 1-2 years proven managerial experience in the relevant field. Computer Literacy and a valid driver's license is essential.

Duties: The incumbent will provide branding and publication services; provide an internal communication service; Promote public education awareness and marketing within the Region; Conduct research surveys on perceptions and attitudes of the beneficiaries to enable the development of effective communication programmes; Assist in media management within the Region; Manage the resources of the unit.

Preference will be given to African Male, African Female, Coloured Male respectively as at the time of appointment

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

Grant Administrators (x2 Posts)

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

Location: Libode (Pt St Johns) (Ref: SAS 07/2022); Gqeberha (Ref: SAS 08/2022)

Requirements: 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.

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).

Libode: Preference will be given to African Male/Person with Disability, African Female, Coloured Female respectively as at the time of appointment

Gqeberha: Preference will be given to African Male/ Person with Disability, African Female, White Male respectively as at the time of appointment

NB: The application for the above positions must be sent to ThembelaApplicationsEC@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 COORDINATOR

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Clerk Supply Chain (x1 Post)

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

Location: Sarah Baartman District Office (Ref: SAS 09/2022)

Requirements: Candidates should hold a Senior Certificate coupled with 0-1 year working experience; Computer literacy is essential and a valid driver's license will be an added advantage.

Duties: The incumbent will record, store, capture and retrieve correspondence and data; U Update registers and statistics; Handle routine enquiries; Distribute documents to various stakeholders as required; Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register of the unit; Assist to maintain the supplier database; Assist with the management of assets in the District in terms of supply chain management policies and procedures.

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

NB: Applications for the above position must be sent to ZolekaApplicationsec@sassa.gov.za

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.

Closing date: 23 February 2022

Applicants interested in applying for these posts should send their applications (**CV, fully completed signed new Z83 and highest qualification**) 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 043 707 6522 or Ms U. Gombiza 043 707 6448

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