

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



**sassa**  
SOUTH AFRICAN SOCIAL SECURITY AGENCY

**EXTERNAL ADVERT (RE – ADVERTISEMENT)**

**Executive Manager: Grants Operations Management**  
**Salary: R1 521 591- R1 714 074 p.a. inclusive of benefits**  
**Location: Head Office (Ref No: SAS H/O 30/05/2021-01)**

Candidate should hold undergraduate qualification (NQF level 7) plus a post graduate qualification (NQF level 8) coupled with 8 - 10 Years' experience at senior managerial level in the relevant field; Certificate for entry into the SMS (Senior Management Services) endorsed by the National School of Government; computer literacy and a valid driver's license is essential; MBA (Master of Business Administration) will be an added advantage.

The candidate will provide a comprehensive grant administration and payment service and ensure operations are integrated within the Agency; Implement the Executive Committee's fiduciary, strategy, plans, policies and decisions that is consistent to the Agency's vision, mission and guiding principles; Provide strategic leadership of the Grants Administration Branch to ensure achievement of the strategic plan, operational / business plans and optimal utilization of resources allocated to the Branch; Promote strategic partnerships to attain strategic objectives and improve service delivery – this relates to partnerships both within and outside the sector; and Drive a customer-centric service delivery focus; Provide leadership in order to enhance the Branch performance and outputs of the Unit; Manage resources and matters pertaining to staff.

**Preference will be given to Coloureds / Whites / People with Disability respectively at the time of appointment.**

**The application for the above position must be sent to [pamapplications@sassa.gov.za](mailto:pamapplications@sassa.gov.za)**

**Important notes:** All these positions are advertised with the minimum requirements. Appointments will be subject to a compulsory pre-employment screening in the form of qualification, reference, ITC, criminal checks, technical test and compulsory competency assessment. Candidates applying for Senior Management (SMS) posts, are required to complete a Senior Management pre-entry programme as endorsed by Nation School of Government (NSG). The course is available on this link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/> the successful candidate will be required to provide proof of completion of NSG Public Service Senior Management Leadership Programme Certificate for pre-entry into SMS. 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 that all SASSA staff are subjected to compulsory security vetting on appointment. E-mailed applications will be accepted.

**Closing date: 21 June 2021**

Applicants interested in applying for these posts should send their applications (CV and covering letter only) quoting the relevant reference number and position name as per the advert. The subject heading of the email should indicate the name of the position you are applying for. Applicants must ensure that they send their application to a correct inbox/email indicated on each position. Applications send to the incorrect inbox/email will not be considered. Applications should consist of a comprehensive CV (specifying all experience, duties, indicating the respective dates (MM/YY) per position, Identity Number, Race and Gender as well as indicating references with full contact details. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. Kindly note that copies of qualification, certificate, ID and driver's license etc, should be submitted upon request.

**Candidates who previously applied for this position must re-apply**

**Enquiries: Head Office - Mr Tlou Moloto - Tel No: (012) 400 2326 / Ms Pamela Tshefu - Tel No: (012) 400 2264**

**Correspondence will only be conducted with the short- listed candidates, If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application has been unsuccessful.**

**Visit us at [www.sassa.gov.za](http://www.sassa.gov.za) or toll free: 0800 60 10 11.**

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