

*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.

**EXTERNAL ADVERT
FREE STATE REGION**

Grants Administrator (X7)
Salary: R173 703 – R204 612 pa exclusive of benefits.

**Location: Bloemfontein Local Office 2x (Ref No: SAS FS1082/21),
Botshabelo Local Office 1x (Ref No: SAS FS1189/21),
Bethlehem Local Office 1x (Ref No: SAS FS1411/21)
Kroonstad Local Office 1x (Ref No: SAS FS0468/21)
Sasolburg Local Office 2x (Ref No: SAS FS 0530/21)**

Requirements: Candidates should hold a Senior Certificate (NQF Level 4) coupled with 0-2 years' experience and valid driver's license as an advantage.

Duties: The incumbent will be responsible to assist in the administration of Social Grants at Local Office level, effectively screen all grant applications; Capture applications on the system; Provide customer care; Process: other grant documentation/ perform other grants administration functions; Conduct quality control on grant applications; Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, Part 3)

Preference will be given to People with Disability / Coloured Male and White Male respectively

Applications for Bloemfontein and Botshabelo Local Offices must be sent to applicationsMang@sassa.gov.za Enquiries: Mr. SS Moses on 051 410 8533

Applications for Bethlehem Local Office must be sent to applicationsTM@sassa.gov.za Enquiries: Ms. MV Motaung: 058 718 3911

Applications for Kroonstad & Sasolburg Local Offices must be sent to applicationsFD@sassa.gov.za Enquiries: Mr. J. Tsotetsi: 016 285 0303

Toll free: 0800 60 10 11
www.sassa.gov.za

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social development
Department
Social Development
REPUBLIC OF SOUTH AFRICA



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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. 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. E-mailed applications will be accepted.

Closing date: 30 November 2021

Applicants interested in applying for these posts should send their applications (**Z83, CV and Copy of highest qualification only**, quoting the relevant reference number and position name as per the advert) to emails indicated on each position. **Kindly note that other documents e.g. Certificates, ID and Driver's license etc., should be submitted upon request.**

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 or toll free: 0800 60 10 11.

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