

*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 FREE STATE REGION

Local Office Manager: Botshabelo

Salary: R869 007 – R1 023 645 pa exclusive of benefits.

Location: Botshabelo Local Office (Ref No: SAS FS 1163/20)

Requirements: Candidates should have a B degree or a 3 year tertiary qualification coupled with 1-2 years management experience in the relevant field; Knowledge of SASSA's Constitutional mandate, relevant policies and legislation in Public Management; Knowledge of Social Security services and poverty alleviation matters; Computer literacy and a valid driver's license are essential.

Duties: The incumbent will be responsible for the management of the divisions at the Local Office; Provide Support Services - Human Capital Management, Financial Accounting and Supply Chain Management services, including Fleet Management, Facilities Management, ICT enquiries and Records Management; Management of the Grant Administration (Operations Management, Customer Care Management, Pay Point Management, Disability Management and Beneficiary Maintenance); Compilation of the operational plan; Manage resources, stakeholder engagements and outreach programmes; Data acquisition, analysis and management of information/reporting to the District.

Grants Administrator x 3

Salary: R173 703 – R204 612 pa exclusive of benefits.

Location: Dewetsdorp Local Office (Ref No: SAS FS 1210/20)

Bethlehem Local Office (Ref No: SAS FS 1410/20)

Qwaqwa Local Office (Ref No: SAS FS 1479/20)

Requirements: Candidates should hold a Senior Certificate / NQF equivalent with 0-2 experience in the Grants Administration / Social Security environment; Computer literacy is essential and a valid driver's licence will be an added advantage.

Duties: The incumbent will effectively render Social Security Services, screen all grants applications; Capture applications on the system; Provide customer care; Process other grant documentation/perform other grants administration functions; Conduct quality control on grant applications; assist in compliance of projects and prepare recommendations for management.

Clerk: Human Capital Management (Thabo Mofutsanyana District)

Salary: R173 703 – R204 612 pa exclusive of benefits.

Location: Qwaqwa (Ref No: SAS FS 1306/20)

Requirements: Candidate should hold a Senior Certificate; Computer literacy is essential / prerequisite; Knowledge of Public Service legislations and Human Capital Management processes; a valid driver's licence will serve as an added advantage.

Duties: The incumbent will ensure the implementation, monitoring and evaluation of Human Capital Management and maintain policies and services within the District Office; Coordinate and present training on Human Capital as well as provide guidance and advice. Assist with the coordination of generic training interventions in the District. Assist with the coordination of study aid processes for employees in the District. Assist with the facilitation and coordination of the implementation of Wellness Policies in the workplace. Assist with the facilitation and coordination of Performance Management processes in the District. Assist with the coordination of Labour Relations issues. Facilitate human resource planning, recruitment and selection, administer the processing of transaction on Oracle, analyse data collected and reporting.

Preference will be given to People with Disability, African Male and African Female respectively as at the time of appointment.

Toll free: 0800 60 10 11
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REPUBLIC OF SOUTH AFRICA



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sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

Document Management Administrator: Auxiliary Support X2

Salary: R173 703 – R204 612 pa exclusive of benefits.

Location: Regional Office: Bloemfontein (Ref No: SAS FS 0103/20)

Requirements: Candidates should have a Senior Certificate or equivalent qualification plus 0-2 year experience in record management. Computer literacy and a valid driver's licence will serve as an added advantage.

Duties: The incumbent will be required to opening, drawing and archiving of files, Search for urgent/ outstanding files (telephone/ writing/ verbally), Handling of incoming / outgoing posts, Frank outgoing mail, Making photocopies as per request from clients, Send post to relevant Office / Unit, Disposal/ Archiving of files, Transport files between Offices/ Units and Handling of enquiries

Document Management Administrator: (Messenger/Driver)

Salary: R173 703 – R204 612 pa exclusive of benefits.

Location: Regional Office: Bloemfontein (Ref No: SAS FS 0101/20)

Requirements: Candidates should have a Senior Certificate or equivalent qualification plus 0-2 year relevant experience. Computer literacy and a valid driver's licence are essential.

Duties: The incumbent will be required to collect mail from Post Office and deliver it for postage at Post Office. Keep and maintain the incoming and outgoing documents register of the unit. Responsible for collection and delivery of documents within and outside the Agency. Distribute documents to various stakeholders as required. Assist with opening of mail and distribution thereof. Transport officials as and when required. Perform other administrative functions within the unit as required by the Supervisor.

Preference will be given to People with Disability, African Male and African Female respectively as at the time of appointment.

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.

Closing date: 31 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:

Ficksburg / Bethlehem / QwaQwa Posts: Attention: Manager: Administrative Support Services, Private Bag x818, Witsieshoek, 9870. **Hand delivery:** SASSA Old Post Office Building, De Bult Road, Public Works Campus, Witsieshoek, 9870. Enquiries: Ms M Motaung Tel. (058) 718 3920.

Botshabelo/Dewetsdorp: Attention: Manager: Administrative Support Services, Cnr St. Andrews & Aliwal Streets, Bloemfontein, 9300. Enquiries: Mr SS Moses. Tel. (051) 410 8533.

Regional/Bloemfontein: Attention: The Manager: Human Capital Management, Cnr St. Andrews & Aliwal Streets, Bloemfontein, 9300. Enquiries: Mr TP Radebe. Tel. (051) 410 8396.

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

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