

*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 ADVERTS

Clerk: Personnel Provisioning & Maintenance

Salary: R176 310 – R207 681 p.a. exclusive of benefits

Location: Free State Regional Office (Ref No: SAS FS 0070/22)

Minimum Requirements: Candidates should hold a Senior Certificate (NQF Level 4) coupled with 0-1 years' experience, Computer literacy is essential; Knowledge of Public Service legislations and Human Capital Management processes;

Added advantage: A National Diploma in HRM (NQF6) and a valid driver's licence will be an added advantage.

Duties: The incumbent will handle personnel administrative matters, which include capturing of information on the oracle system, such as: appointment, staff allowances and resettlement, transfer of staff between units and regions, secondments, long service awards and staff termination of services, etc. Conduct leave audit, filling and record management. Administer recruitment and selection. Assist with the compilation of statistical reports on human capital matters. Advise / Assist district offices and local offices with human capital operational issues. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3)

Clerk: Compliance

Salary: R176 310 – R207 681 p.a. exclusive of benefits

Location: Free State Regional Office (Ref No: SAS FS 0018/22)

Minimum Requirements: Candidates should hold a Senior Certificate (NQF Level 4) coupled with 0-1 years' experience, Computer literacy is essential; Knowledge of Public Service legislations is essential and a valid driver's license will be an added advantage.

Duties: The incumbent assist to provide general clerical support services such as record all incoming and outgoing documents; Do typing, scanning and photo copying, Manage filing system, Manage all travel arrangements, Assist with S&T claims, Coordinate leave planning Coordinate procurement planning for consumables and follow-up with service providers on procured items. Assist with the maintenance of a Fraud Case Management System: Assist with secretarial support such as arranging meetings and take minutes at meetings.

Applications for the above two positions must be sent to ApplicationsFS@sassa.gov.za

Clerk: General Support

Salary: R176 310 – R207 681 p.a. exclusive of benefits

Location: Thabo Mofutsanyana - Qwaqwa (Ref No: SAS FS 1332/22)

Minimum Requirements: Candidates should hold Senior Certificate with 0 - 1 year working experience, Computer literacy is essential; Knowledge of Public Service legislations 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. 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. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3)

Applications for this position must be sent to ApplicationsTM@sassa.gov.za

Grants Administrator (Level 5)

Salary: R176 310 – R207 681 p.a. exclusive of benefits

Location: Qwaqwa Local Office (Ref No: SAS FS 1469/22)

Minimum Requirements: Candidates should have a Senior Certificate (NQF Level 4), Computer literacy is essential.

Added advantage: A Valid driver's license and / or administrative / clerical experience will be an added advantage.

Duties: The incumbent will assist in 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 and Ensure adherence to Section 57 of Public Finance Management Act (PFMA, Chapter 6, Part 3)

Applications for this position must be sent to ApplicationsTM@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. 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. Only e-mailed applications will be accepted. Applications submitted to wrong email address will not be considered.

The Agency is an equal opportunity employer. Therefore, Preference will be given to candidates whose appointment will assist the Agency in achieving its Employment Equity targets in terms of the Agency's Employment Equity Plan. Person with Disabilities are strongly encouraged to apply.

Closing date: 07 Oct 2022.

Applicants interested in applying for these posts should send their applications (Comprehensive CV, completed New Z83 form) 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 position you are applying for. Applicants must ensure that they send their application to a correct inbox/email indicated on each position. Applications sent to the incorrect inbox/email will not be considered. 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. Failure to comply with the above requirements may result in your application being disqualified

Enquiries: Mr. TP Radebe on 051 410 8396

Correspondence will only be conducted with the shortlisted 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 or toll free: 0800 60 10 11

Toll free: 0800 60 10 11

www.sassa.gov.za

SASSA News

@OfficialSASSA



social development
Department
Social Development
REPUBLIC OF SOUTH AFRICA

