

*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

**Assistant Manager: Grants Administration: Salary Level 10: R491 403 – R578 841 pa exclusive of benefits. Location: Dealesville Local Office (Ref No: SAS FS 0827/23)**

**Requirements:** Candidates should hold a relevant undergraduate qualification with a minimum of 360 credits (NQF Level 6) as recognized by SAQA coupled with 3-5 years' supervisory experience in relevant field; Knowledge of social security environment; SASSA's constitutional mandate, relevant policies and legislation is required, as is proficiency in social security management and poverty alleviation matters; Computer literacy and a valid driver's licence are essential.

**Duties:** The incumbent will be responsible for the overall management of the grants administration programme in the Local Office, and will manage operations pertaining to Grant Administration in the Local Office; Provide client administration and pay-point management services; Implement client improvement services and manage service level agreements with service providers. Coordinate and manage service points. Ensure improvement of service delivery at Local Office; Acquire data, analyse exception reports and manage information and resources (financial, human and equipment) within the Local Office.

Applications for the above position must be sent to [applicationsLJW@sassa.gov.za](mailto:applicationsLJW@sassa.gov.za)

**General Enquiries: Ms K Pheleu – (057) 910 7516**

Toll free: 0800 60 10 11  
[www.sassa.gov.za](http://www.sassa.gov.za)

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**Administrative Officer: Salary Level 07: R 269 214 – R317 127 pa exclusive of benefits.  
Location: Bethlehem Local Office (Ref No: SAS FS 1447/23)**

**Requirements:** Candidates should hold a Relevant Degree / National Diploma with 1-2 Years' experience in the relevant field / Matric coupled with 3-5 years' experience in the relevant field.

**Added Advantage:** Relevant Degree/Diploma, Valid Driver's license and Computer Literacy

**Duties:** The incumbent will be responsible for: Transport services; Human Resource Administration; Finance and Supply Chain; General Administrative Support Services; Asset Management Activities and Manage Subordinates.

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

**General Enquiries: Ms MV Motaung– (058) 718 3911**

**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. 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 on appointment. **Only email applications will be accepted.**

**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: 20 January 2023**

Applicants interested in applying for these posts should send their applications (CV and 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. 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. Failure to comply with the above requirements may result in your application being disqualified.

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THESE LOGOS CAN BE USED FOR INFORMATIONAL PURPOSES ONLY

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

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