

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



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SOUTH AFRICAN SOCIAL SECURITY AGENCY

**EXTERNAL ADVERT
FREE STATE REGION**

Grant Administrator (X4)

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

Location: Bloemfontein Local Office (Ref No: SAS FS1085/21)

Location: Sasolburg Local Office X2 (Ref No: SAS FS0518/21, SAS FS0530/21)

Location: QwaQwa Local Office (Ref No: SAS FS1486/21)

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

Duties: The incumbent will effectively render Social 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.

Preference will be given to People with Disability followed by Coloured Male and White Male respectively (Bloemfontein Local Office)

Applications for Bloemfontein Local Office must be sent to:- applicationsMANG@sassa.gov.za

Enquiries: Mr. S Moses : 051 410 8590

Preference will be given to People with Disability followed by Coloured Male and White Male respectively (Sasolburg Local Office)

Applications for Sasolburg Local Office must be sent to: - applicationsFZD@sassa.gov.za

Enquiries: Mr. T. Motaung : 016 285 0303

Preference will be given to People with Disability followed by Coloured Male and White Male respectively (QwaQwa Local Office)

Applications for QwaQwa Local Office must be sent to: - applicationsTM@sassa.gov.za

Enquiries: Ms. M.V. Motaung : 058 718 3170

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

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Mobile Unit Operator / Driver

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

Location: QwaQwa Local Office (Ref No: SAS FS1344/21)

Requirements: Candidates should hold a Senior Certificate / NQF equivalent plus a valid code 10 driver's licence as well as a Professional Driving Permit (PDP). 1 - 2 years code 10 driving experience.

Duties: The incumbent will drive a seven (7) ton truck to identified locations. Ensure that safety and traffic regulations are adhered to at all time. Perform necessary operational checks (pre – inspections and post – inspections) to ensure good working condition of the vehicle at all times, Report any defects to the relevant authority, Ensure the vehicle is parked in a safe environment / parking area during and after operations. Ensure that policy and procedure with regards to the administration of the trip is adhered to, Ensure that log sheets and travel authority forms are filled and approved at all times and point to point entries are made during all trips, Ensure correct procedures are followed in case of an accident, Ensure cleanliness of mobile unit. Assist with preparation of the unit, Folding and unfolding of the awning and assisting in setting up workable environment within and outside of the mobile unit. And to support local offices in the performance of grant administration services.

Preference will be given to Coloured Male followed by White Male and People with Disability respectively (QwaQwa Local Office)

Application for the above position must be sent to:-

applicationsTM@sassa.gov.za

Enquiries: Ms. M.V. Motaung : 058 718 3170


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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: 01 March 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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