

*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

Practitioner: Facilities Management & Auxiliary Support (OHS)

Salary: R321 543 – R378 765 p.a. exclusive of benefits

Location: Free State Regional Office (Ref No: SAS FS 0097/22)

Minimum Requirements: Candidates should hold a relevant undergraduate qualification with a minimum of 360 credits (NQF 6) as recognized by SAQA coupled with 2-3 years appropriate experience in Facilities Management and Auxiliary Support (OHS); Knowledge of the PFMA; Knowledge of OHS Legislation, Knowledge of the Archives Act and Records Management; Computer literacy and a valid driver's licence are essential.

Duties: The incumbent will ensure implementation and compliance with OHS Act, policies and procedures; Inspection of all Offices in the Region; Conduct risk assessments and compile reports; Evaluate and improve OHS system (building, electrical and others); Manage SLA; Confirmation of funds for contractual payments; Evaluating working environment, developing and encouraging measures that might prevent injuries; Providing OHS information to employers, employees and the public; Systematic evaluation of the working environment; Giving information on Occupation Hygiene and also environmental and safety risks in the workplace; Holding checks and having control methods for possible hazardous exposure; Planning safe work practices for systems, facilities and equipment.

Practitioner: Compliance

Salary: R321 543 – R378 765 p.a. exclusive of benefits

Location: Free State Regional Office (Ref No: SAS FS 0009/22)

Minimum Requirements: Candidates should hold a relevant undergraduate qualification with a minimum of 360 credits (NQF Level 6) in Internal Auditing, Fraud Management/Compliance Management or related field, as recognized by SAQA coupled with 2-3 years' experience in Fraud Prevention and/ or Fraud Management; Knowledge of the Anti-Corruption Act, NPA Act, Special Investigation Tribunal Act, Public Service Act, SASSA Acts, Social Grants processes and Anti-Corruption Strategies; Code B driver's license and Computer literacy.

Duties: The incumbent will assist with the investigation of identified/reported fraud cases Assist with the conduction of awareness programmes Assist with the updating of the Operational Risk Register Assist in the management of the resources in the unit.

Department Coordinator: Finance

Salary: R321 543 – R378 765 p.a. exclusive of benefits

Location: Free State Regional Office (Ref No: SAS FS 2127/22)

Minimum Requirements: Candidates should hold a relevant undergraduate qualification with a minimum of 360 credits (NQF Level 6) as recognized by SAQA coupled with 3-4 years' appropriate experience in office management and secretarial functions; sound understanding of government policies, legislative and governance processes as well as previous interaction at a high level with Government officials and departments will be added advantage; Computer literacy is required.

Duties: The incumbent will be required to provide a complete office management, secretarial and administrative support function; Compile and collate finance reports; Manage projects (provide management support); Assist the General Manager in compiling presentations; Provide a procurement service and support the internal management process.

Applications for the above positions must be sent to ApplicationsFS@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 achievement Equity Plan. Person with Disabilities are strongly encouraged to apply.

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 your application being disqualified

Closing date: 07 Oct 2022.

Enquiries: Mr. TP Radebe on 051 410 8396

Correspondences will only be conducted with the shortlisted candidates, be If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application has been unsuccessful.

Toll free: 0800 60 10 11

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SASSA News

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social development
Department
Social Development
REPUBLIC OF SOUTH AFRICA

