

*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.

**GAUTENG REGION  
EXTERNAL ADVERT**

**Document Management Administrator (Level 5)**

**Salary:** R181, 599 – R 213,912 p.a. exclusive of benefits

**Location:** Gauteng Regional Office: Records Management Centre (Selby) (Ref: GP/SAS 02/12/2022)

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

**Added advantage:** A Valid driver's license/Administrative/clerical experience will be an added advantage.

**Duties:** The incumbent will carryout document administration responsibilities for beneficiary records management; Receiving and capturing of files/loose correspondence/transfers; Quality assurance & scanning; Maintenance and retrieval of files and disposal of files.

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

**Important notes:** Appointment will be subject to a compulsory pre-employment screening in the form of qualification, references, ITC, and criminal checks. It is our intention to promote representivity in terms of race, gender, disability and youth through the filling of these posts and candidates whose appointment will promote representivity will receive preference. It is the applicant's responsibility to have foreign qualifications evaluated by the 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 subject to compulsory Security Vetting on appointment. Emailed 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: 15 December 2022**

Applicants interested in applying for the posts should send their applications (**CV, New Z83 obtainable from DPSA and Government Departments and attach the highest qualification only**) quoting the relevant reference number and position name as per the advert. The subject heading of the email should indicate the name of the position you are applying for. Applicants must ensure that they send their applications to a correct inbox/email indicated on the position. Applications should consist of a comprehensive CV (specifying qualifications - institution obtained from, 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 other qualifications, certificates, 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.

**General Enquiries: Mashudu Malivha on 011 241 8563**

**Correspondence will only be conducted with the short-listed 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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Department:  
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