

*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
GAUTENG**

Local Office Manager

Salary: R882 042 – R1 038 999 p.a. inclusive of benefits

Location: Chiawelo- Soweto Local Office: (Ref: GP/SAS 12/09/2022)

Candidates should hold a Relent B. Degree or a 3 years tertiary qualification (NQF Level 6 or 7 with the minimum credits 360) coupled with 1-2 years management experience in the relevant field; knowledge of SASSA's Constitutional mandate, relevant policies and legislation in Public Management; Knowledge of social security management and poverty alleviation matters. Computer and a valid driver's license are essential.

The incumbent will be responsible for the management of the division at the Local Office, Provide Support Services – Human Capital Management, Financial Accounting and Supply Chain Management Services, Management of Fleet Management, ICT enquiries and Records Management, Pay Point Management and Disability Management; Completion of the Operational plan; Management of resources, Stakeholder engagement and outreach programmes; Data acquisition, analysis and management of information / reporting to the District.

The application for the above position must be sent to ApplicationsMau@sassa.gov.za

Enquiries: Ms Mashudu Malivha on 011 241 8563.

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. The Agency 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: 28 September 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 your application being disqualified.

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 or toll free: 0800 60 10 11.

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