

*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 GAUTENG

Persons interested in applying for the following posts should send their applications (CV, recently certified copies of qualifications and drivers licence, ID which are not older than 6 months – no copies of certified copies, including a fully completed and signed Z83 form) quoting the relevant reference number to:

**Attention:** Human Capital Manager, Postal address: Private Bag x 120, Marshalltown, 2107.

**Hand delivery:** No 28 Harrison Street, Johannesburg, 2000.

**Enquiries:** Ms Lesley-Ann Jonosky on 011 241 8370.

**Closing date: 24 January 2020**

### Administration Clerk (4 posts)

**Salary:** R173 703 – R204 612 p.a. exclusive of benefits

**Location:** Mamelodi Local Office (Ref: GP 10/01/20)

Garankuwa Local Office - 3 posts (Ref: GP 11/01/20)

The candidate should have a Senior Certificate / NQF equivalent; 0-1 year working experience; Knowledge in the General Administration environment; Computer literacy is essential; a post matric qualification as well as a valid driver's licence will serve as an added advantage.

The incumbent will effectively render Clerical Support in the following areas: Transport Services; Human Resource Administration; Provisioning Services and General Administrative Support Services.

### Preference will be given to:

- African Male / People with Disability and followed by African Female and White Female respectively as at the time of appointment. (Mamelodi Local Office)
- African Male / People with Disability and followed by White Male and Coloured Female respectively as at the time of appointment. (Garankuwa Local Office)
- Indian Female / People with Disability and followed by African Female and White Female respectively as at the time of appointment. (Garankuwa Local Office)
- African Female / People with Disability and followed by White Female and Coloured Female respectively as at the time of appointment. (Garankuwa Local Office)

**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. Faxed or e-mailed applications will not be accepted. Should candidates wish to apply for more than 1 post, separate application forms should be completed.

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

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