

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



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

EXTERNAL ADVERT GAUTENG

SASSA is a dynamic organization 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

Department Coordinator (Executive Support)

Salary: R 321,543 – R 378,765 p.a. inclusive of benefits

Location: Office of the General Manager- Finance Gauteng Regional Office (Ref: GP/SAS 08/02/2022)

The candidate should hold a three year National Diploma (NQF Level 6 with the minimum credits 360) or Degree (NQF Level 7) with 2- 3 years Administrative experience; Computer literacy is essential and a valid driver's licence Will serve as an added advantage.

The incumbent will be responsible for providing secretarial support services; provide administrative support services; Assist with the development, formatting and finalization of documentation; Manage the document flow and filing system; Assist with matters pertaining to internal budgeting, financial management and Human resource administration; Assist with internal management processes; Assist with matters pertaining procurement and provisioning; and other functions as delegated by the General Manager.

Preference will be given to:

African Male/People with Disability and followed by White Male and African Female respectively as at the time of appointment.

The application for the above position must be sent to: ApplicationsMas@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. 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.

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. 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.

Closing Date: 18 February 2022

General Enquiries: Ms 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 or toll free: 0800 60 10 11.

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social development
Department:
Social Development
REPUBLIC OF SOUTH AFRICA



TOGETHER WE CAN BUILD THE COUNTRY