

[*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

WESTERN CAPE REGION

GRANT ADMINISTRATOR

Salary: R176310 –R207 681 (SL 5) p/a exclusive of benefits.

Location: Vredenburg Local Office, 1 post (**REF:GA2021/VBURG**)

Minimum Requirements: Candidates should hold Matric or NQF4 equivalent coupled with 0-2 years working experience. Computer literacy and a valid driver's license are essential.

The incumbent will be responsible for Providing Customer Care, the Screening of Grant Applications, Capturing of Grant Applications on the system, Process and/or capture documents relating to the Grants process and other related beneficiary maintenance tasks, Conduct quality control on Grants Applications and Assist with enrolments for payment purposes (to change later to do enrolments, once SASSA takes over this function).

Preference will be given to Persons with Disability/Indian Females, African Females followed by White Males respectively as at the time of appointment.

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. No faxed applications will be accepted.

Closing date: 17 December 2021@16:00

Applicants should send their applications (CV, **New Z83** and highest qualification only) quoting the relevant reference number and position name on the Z83, as per the advert. The subject heading of the email should indicate **ONLY the Reference Number** of the position you are applying for. Applicants must ensure that they send their applications to the correct inbox/email indicated in the advert. Applications should consist of a comprehensive CV (specifying qualifications - institution obtained from, experience, duties, indicating the respective dates (MM/YY) per position, Drivers licence, Identity Number, Race and Gender (including disability where applicable) 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 **ONLY** be submitted upon request. (Shortlisted candidates with disabilities may be required to submit medical proof at the time of the interview)

Applicants interested in applying for these posts should send their applications via email to: **WC-Applications@sassa.gov.za**.

Only one attachment / application per e-mail (Z83, CV & Highest qualification to be scanned as one document)

No separate documents will be accepted

All the above documents to be scanned in black & white only, if possible

Strictly applications meeting the above criteria will be considered.

Enquiries: Ms Thabile Sigabi – 021 469 0301 / Ms Namhla Henda – 021469 0258

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

www.sassa.gov.za

SASSA News

@OfficialSASSA



social development
Department:
Social Development
REPUBLIC OF SOUTH AFRICA

