

*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.

**Mpumalanga
External Advertisement**

Grants Administrator: Operations Management: Emalahleni Local Office (salary level 5)

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

Location: Emalahleni Local Office: Nkangala District (REF NO: SAS/MPU/21/26)

Minimum Requirements: The candidate should hold a Senior Certificate (NQF level 4) coupled with 0 – 2 years' experience and a valid driver's licence as an added advantage.

Key Responsibility Areas: The incumbents will effectively screen all grants applications; capture applications on the system; provide customer care; process other grant documentations / perform other grants administration functions; conduct quality control on grant applications; ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, part 3)

Technical Competencies: The candidate will be expected to demonstrate good knowledge of Word and Excel at an intermediate level and must have ability to communicate via – email.

Preference will be given to African Male followed by Coloured Male and followed by White Male as at the time of appointment

Applications for the above position must be sent to ZaneleMbApplications@sassa.gov.za: Enquiries Ms. ZR Mbuyisa 013 285 0632

Important notes: This position is advertised with the minimum requirements. Appointments will be subjected to compulsory pre-employment screening in the form of qualification, reference, ITC, criminal checks and compulsory competency assessment (where applicable). It is our intention to promote representivity in terms of race, gender and disability through the filling of this post and candidates whose appointment will promote representivity will *receive* preference. It is the applicant's responsibility to have foreign qualifications evaluated by 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 subjected to compulsory security vetting on appointment. E-mailed applications will be accepted: **Closing date: 30 September 2021.**

Applicants interested in applying for this post should send their applications (Full completed new Z83 and a comprehensive CV 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 indicating the position. Applications sent to incorrect inbox/email will not be considered. Applications should consist of a comprehensive CV specifying all experience, duties, indicating the respective dates (MM/YY) per position, **identity number, Race and Gender** as well as references with full contact details. Kindly note that copies of qualifications, certificates, ID and driver's licence etc. should be submitted upon request

Correspondences will only be conducted with the shortlisted 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**

Toll free: 0800 60 10 11
www.sassa.gov.za

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social development
Department:
Social Development
REPUBLIC OF SOUTH AFRICA



TOGETHER WE CAN BUILD THE COUNTRY