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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.

The following positions are available in KZN Region

Grants Administrators: x4 Posts

Salary: R173 703– R 204 612 p.a. exclusive of benefits

Location: Phungashe Local Office x1 (Ref No.:G01/2021), Impendle Local Office x1 (Ref No.: G02/2021), Nkandla Local Office (Ref No.: G03/2021) and KwaNgwanase Local Office (Ref No.: G04/2021)

Candidates should have a Senior Certificate; Knowledge in the Grants Administration / Social Security environment; Computer literacy is essential and a valid driver's licence will be an added advantage.

The incumbent will effectively render Social Security services; Screening and completing customer checklists; Receive applications in terms of the relevant Act; Attend to social grant related queries to prevent litigation; Prepare statistical performance templates; Review all identified grants in terms of the Act and Regulations; Prepare and process grants on SOCPEN; Assist in completion of projects and prepare recommendations for management.

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Phungashe Local Office: Preference will be given to Person with Disability/African Female followed by African Male and Indian Male respectively as at the time of appointment.

Impendle Local Office: Preference will be given to Person with Disability/African Male followed by Indian Male and African Female respectively as at the time of appointment.

Nkandla Local Office: Preference will be given to Person with Disability/African Male followed by Coloured Male and African Female respectively as at the time of appointment.

KwaNgwanase Local Office: Preference will be given to Person with Disability/African Male followed by Coloured Male and Indian Male respectively as at the time of appointment.

The applications for the above positions must be sent ApplicationsKZN@sassa.gov.za

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Clerk : Supply Chain Management

Salary: R173 703– R 204 612 p.a. exclusive of benefits

Location: Pietermaritzburg, Regional Office (Ref No: SAS03/2021).

The candidate should hold a Senior Certificate with accounting and mathematics as subjects. Knowledge, experience, interpretation and application of accrual accounting and GRAP standards, Public Finance Management Act (PFMA), Treasury Regulations on public entity, Preferential Procurement Policy Framework and other relevant regulations, ERP knowledge on Oracle or SAP or AccPacc systems and a valid driver's licence will be an added advantage,

The incumbent will be responsible for implementing the operation plan of the Unit; Implement asset policies and practices with applicable GRAP standards, SA-GAAP and IFRS, PFMA, Treasury Regulations, Constitutions, Preferential Procurement Policy Framework Act and other various regulations; Capture assets procured and other transactions on the system; Ensure that all assets of the Region are bar-coded; Ensure that the asset information is recorded in the asset register; Conduct physical asset verification and Assist in identifying assets to be disposed.

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Preference will be given to Person with Disability/African Male followed by Coloured Male and Indian Male respectively as at the time of appointment.

The applications for the above position must be sent to PHNKZNAapplications@sassa.gov.za

Practitioner: Financial Accounting (Debt and Revenue Management) x2

Salary: R316 791 – R373 167 p.a. exclusive of benefits

Location: Pietermaritzburg, Regional Office (Ref No: SAS04/2021).

Candidates should hold National Diploma, B-Tech, B. Com with Financial Accounting as major subject coupled with 1-2 years' experience in the various disciplines related to financial management; Knowledge, experience, interpretation and application of accrual accounting and GRAP standards will be an added advantage; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations on public entity and other relevant regulations; ERP knowledge on Oracle or SAP or AccPacc or accrual accounting compliant systems and a valid driver's license are essential.

The incumbent will implement the operation plan of the financial accounting unit. Clear suspense accounts; unallocated receipts; Distribute debtor's statements; attend to debtors queries; clear

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receipt deposit control account; identify irrecoverable debtors for write-offs, make follow up on debtor. Implement debtors and revenue policies and practices with applicable GRAP standards, SA-GAAP and IFRS, PFMA, Treasury Regulations, Constitutions and other various regulations.

Preference will be given to Person with Disability/African Male followed by African Female and Indian Male respectively as at the time of appointment.

Preference will be given to Person with Disability/African Male followed by Coloured Male and African Female respectively as at the time of appointment.

The applications for the above position must be sent to PHNKZNapplications@sassa.gov.za

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Important notes: These positions are advertised with minimum requirements. Appointment will be subject to a 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 the 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 subject to compulsory Security Vetting on appointment. Should candidates wish to apply for more than 1 post, separate application forms should be completed and send to the SASSA office on or before the closing date: **26 February 2021.**

Applicants interested in applying for these posts should send their applications (**CV and fully completed and signed Z83**) 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 application to a correct inbox/email indicated on the position. Applications send to the incorrect inbox/email will not be considered. Applications should consist of a comprehensive CV (specifying all

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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 qualification, certificate, ID and driver's license etc, should be submitted upon request.

Enquiries: Mr JS Phoseka (033) 846 3456.

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.

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