

*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 ADVERTS: NORTH WEST

**Clerks: Personnel Provisioning & Maintenance (X2)**  
**Salary: R 176 310.00 – R 207 681.00 p.a. exclusive of benefits**  
**Location: North West Regional Office - Mahikeng**

**Minimum Requirements:** Candidate should hold a Senior Certificate (NQF Level 4); Computer literacy is essential / prerequisite; Knowledge of Public Service legislations and Human Capital Management processes; a valid driver's licence will serve as an added advantage.

**Duties:** The incumbent will handle personnel administrative matters which include capturing of information on the oracle system, such as: Recruitment, Selection and Appointment, Staff allowances, Staff resettlement, Transfer of staff between components, units regions etc. Secondments, Long Service Awards and State Guarantees, Termination of services. Leave administration: Handle incapacity leave matters and leave database, Capture leave on the oracle, Monitor leave forms, conduct leave audit, ensure that leave forms are being filed. Assist with the compilation of statistical reports on human capital matters. Support district offices and local offices with human capital operational issues.

**EE Preference is as follows: African Female followed by White Male and Person with disability (Ref No: SAS NW 13 /2021)**

**EE Preference is as follows: African Male followed by Indian Male and Person with disability (Ref No: SAS NW 14 /2021)**

**Important notes:** All these positions are 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. Should candidates wish to apply for more than 1 post, separate application forms should be completed and sent to the relevant email address on or before the **Closing date: 10 December 2021 at 16:00.**

Applicants interested in applying for this post should send their applications (Z83, detailed CV and Copy of highest qualification only) quoting the relevant reference number to the relevant address and position name as per the advert to **[Tinyoapplications@sassa.gov.za](mailto:Tinyoapplications@sassa.gov.za)**. Kindly note that other documents e.g. Certificates, ID and Driver's Licence etc. should be submitted upon request.

**Enquiries: Mr Vusumzi Kraai (018 397 3410)**  
**Ms Tiny Mogonediwa (018 397 3310)**

If you have not been contacted within 3 months after the closing date of advertisement, please accept that your application has been unsuccessful.

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

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