

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



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: NORTHERN CAPE

Local Office Manager: Grants Administration

Salary: R869 007 – R1 023 645 p/a (Inclusive of benefits)
Location: ZF Mqcawu District – Paballelo Local Office (Ref No.: SAS 21/07/01)

Requirements: Candidates should have a B degree or a 3 year tertiary qualification coupled with 1-2 years management experience in the relevant field; Knowledge of SASSA's Constitutional mandate, relevant policies and legislation in Public Management; Knowledge of Social Security services and poverty alleviation matters; Computer literacy and a valid driver's license are essential.

Duties: The incumbent will be responsible for the management of the divisions at the Local Office; Provide Support Services - Human Capital Management, Financial Accounting and Supply Chain Management services, including Fleet Management, Facilities Management, ICT enquiries and Records Management; Management of the Grant Administration (Operations Management, Customer Care Management, Pay Point Management, Disability Management and Beneficiary Maintenance); Compilation of the operational plan; Manage resources, stakeholder engagements and outreach programmes; Data acquisition, analysis and management of information/reporting to the District.

Preference for the above positions will be given to African Female/or Coloured Female as at the time of appointment

Grants Administrator: Grants Administration

Salary: R173 703– R 204 612 p.a. exclusive of benefits
Location: Namakwa District – Brandvlei Local Office (Ref No.: SAS 21/07/02)

Requirements: 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.

Duties: The incumbent will effectively render Social Security services; Screening and completing customer checklists; Receive applications in terms of the relevant Act; Attend to social grants 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.

EE target for the above position is open to all race and gender

Mobile unit Operator

Salary: R173 703– R 204 612 p.a. exclusive of benefits
Location: John Taolo Gaetsewe District - District Office (Ref No.: SAS 21/07/03)

Requirements: Candidates should hold a Senior Certificate; Valid code 10 drivers' licence with at least 2 years driving experience; Professional - Driving Permit (PDP); Willingness to travel and work irregular hours; An advance-driving certificate will be an added advantage.

Duties: The incumbent will drive a 7-ton truck to identified locations; Ensure that safety and traffic regulations are adhered to at all times; Perform necessary operation checks (pre-inspection and post-inspection) to ensure good working conditions of the vehicle at all times; Report any defects to the relevant authority; Ensure correct procedures are followed in case of accidents; Ensure that the vehicle is parked in a safe Environment / parking area during and after operations; Ensure cleanliness of the mobile unit; Operational preparation of mobile unit including folding and unfolding of the tent and assist in the setting up of the workable environment within and outside the mobile unit; Ensure that all log sheets, travel authority forms are approved and filled at all times, and point-to-point entries are made at all times. The incumbent will further be expected to perform Grants Administration SOCPEN functions at Grant Administrator level.

Preference for the above position will be given to Coloured Male, followed by Coloured Female, followed by White Male/or White Female as at the time of appointment

Garies Local Office will be given to be given to People with Disability, White Male as at the time of appointment

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social development
Department
Social Development
REPUBLIC OF SOUTH AFRICA



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Administration Clerk: Administrative Support (4 posts)

Salary: R173 703 – R204 612 p.a. exclusive of benefits
 Location: Frances Baard District – Jan Kemp Dorp Local Office (Ref No.: SAS 21/07/04)
 Location: Frances Baard District – Tlhokomelo Local Office (Ref No.: SAS 21/07/05)
 Location: John Taolo Gaetsewe District – Ga Segonyana Local Office (Ref No.: SAS 21/07/06)
 Location: Namakwa District – Garies Local Office (Ref No.: SAS 21/07/07)

Requirements: The candidate should have a Senior Certificate / NQF equivalent; 0-1 year working experience; Knowledge in the Financial Services environment; Computer literacy is essential; a post matric qualification as well as a valid driver's licence will serve as an added advantage.

Duties: The incumbent will assist to keep log book of pool vehicles and ensure the maintenance thereof; Keep appropriate registers updated; Keep register of assets and do regular follow ups to update the register. Check for completeness of leave forms and HR Documentation; Forward all HR request to be finalised at Regional/District office level; Have a filing system in place aligned to the master file plan of SASSA; Represent the Local Office in various meetings, forums, committees; Assist with the arrangement of meetings and special events or awareness campaigns; Obtaining quotations if not available; Write motivation and attached Comparative Schedule; send through for approval to District/ Regional Office for approval; Ordering of items; Receipts, check and book items in accordance to the delivery note; Arrange for payment of invoice; Issue stores (officers sign for receipt); Send to Regional/District Office for approval

Employment Equity Preferences are as follows:

Jan Kemp Dorp Local Office will be given to People with Disability/or Coloured Male, followed by Coloured Female, followed by White Male, followed by White Female as at the time of appointment

Tlhokomelo local office will be given to People with Disability, Coloured Male, followed by Coloured Female, followed by White Male, followed by White Female as at the time of appointment

GaSegonyana Local Office will be given to Coloured Male, followed by Coloured Female, followed by White Male/or White Female as at the time of appointment

Garies Local Office will be given to be given to People with Disability, White Male as at the time of appointment

Closing date: 23 July 2021

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| Frances Baard District posts | Attention: Human Capital Management, Private Bag X5033, Kimberley, 8300 or E-mail: ApplicationsFB@sassa.gov.za or Hand delivery: 10th Floor, 95 Du Toitspan Road, Kimberley | Enquiries: Ms Glodean Peterson Tel: (053) 802 7557 |
| John Taolo Gaetsewe District posts | Attention: Human Capital Management, Private Bag X1534, Kuruman, 8460 or E-mail: ApplicationsJTG@sassa.gov.za or Hand delivery: 13-17 Main Road, Mahindra building, Kuruman. | Enquiries: Ms Gomolemo Lekgetho Tel: (053) 714 3515/16 |
| ZF Mqacawu District post | Attention: Human Capital Management, Private Bag X5911, Upington, 8800 or E-mail: ApplicationsZFM@sassa.gov.za Or Hand delivery: 27 Scott Street, Old Orang Hotel building, Upington. | Enquiries: Ms Tshegofatso Molebalwa Tel: (054) 337 0400 ext 447. |
| Pixley Ka Seme District posts | Attention: Human Capital Management, Private Bag X1015, De Aar, 7000 or E-mail: ApplicationsPKS@sassa.gov.za Hand delivery: Liebenhof building, corner Mclvor and Voortrekker Street, De Aar. | Enquiries: Ms Emelly Booyesen Tel: (053) 632 6024 |

Applicants interested in applying for these posts should send their applications (CV and New Z83 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 sent to the incorrect inbox/email will not be considered. 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 qualification, certificate, 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.

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.

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