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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.

Manager: Grants Intake
Salary: R 744 255 – R 876 705 p.a. exclusive of benefits
Location: Head Office – Pretoria (Ref No.: 28/09/2022-01)
Duration: Permanent

Candidates should hold an undergraduate qualification (NQF Level 6/7) as recognized by SAQA in the relevant field coupled with 1-2 years management experience in the relevant field. Preference shall be given to candidates with adequate experience at junior management level (Assistant Manager Level) in office administration or project management environment. Excellent verbal and written communication skills. Exceptional report writing, presentation, general office and Strong Project Management background. Computer literate (MS Word/ Excel/PowerPoint/MS Project). Good understanding of PFMA, Ability to work under pressure. Ability to deal with and manage stakeholders as well as internal staff. Traveling may be required and be able to work extended working hours. Must be self-motivated and respectful. Ability to work under pressure to meet strict deadlines.

The incumbent will assist with the development and implementation of service delivery initiatives in the operational functioning of the department; Assist with the management and monitoring of service delivery performance within the department; Manage the implementation of social relief and disaster management programme; Manage and implement projects; Control and evaluate the projects; Manage subordinates in the section. Assist with the management of the Unit; Define the scope of the projects in collaboration with departmental head. Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project in line with strategies. Determine the resources (time, money, equipment, etc) required to complete the project. Develop a schedule for project completion that effectively allocates the resources to the activities. Review the project schedule with senior management and all other staff that will be affected by the project activities; revise the schedule as required. Determine the objectives and measures upon which the project will be evaluated at its completion. Set up files to ensure that all project information is appropriately documented and secured. Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project. Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project. Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards. Develop and standardize procedures and processes for operational excellence. Develop national implementation frameworks and guidelines. Facilitate the implementation and integration of strategies for service delivery initiatives.

The application for the above position must be sent to
tlouapplications@sassa.gov.za
Enquiries: Mr Tlou Moloto - 012 400 2326.

Call Centre Agent X2
Salary: R176 310 - R 207 681 p.a. excluding benefits
Location: Head Office – Pretoria (Ref No.: SAS 28/09/2022-02)
Duration: Permanent

Candidates should hold a Senior Certificate (NQF Level 4) coupled with 0-1 working experience in Call Centre Complaints Management; Fluent in Afrikaans, Zulu language will be added advantage; Computer literacy is essential.

The candidate will handle all Receiving and placing of calls; Registration and escalating of incoming calls e.g. capturing on the Customer Care Application system; Investigating and provide feedback; Updating of information on the Integrated Customer Care Application; Monitor and follow up on requests that have been sent to back office and responsible managers; Attending to e-mail enquiries; Provide customer education and Direct calls to the relevant officials to ensure that client needs are attended to.

The application for the above position must be sent to
pamapplications@sassa.gov.za
Enquiries: Ms Pamela Tshetu – 012 400 2264

Senior System Administrator (SOCPEN) – Re -advertisement
Salary: R 744 255 – R 876 705 p.a. excluding benefits
Location: Head Office – Pretoria (Ref No.: Ref No: 28/09/2022-03)
Duration: Permanent

Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA in the relevant field coupled with 1-2 years proven management experience in the relevant field; Minimum of three (3) years' experience in Systems Administration, software and problem support, functional support, business and system analysis is essential; Intermediate Knowledge in fields of policy analysis and governance, project management, financial management and risk management is compulsory; Knowledge of mainframe systems, its integration to relational systems as well as an understanding of the latest technologies to deliver business solutions is an added advantage; A valid driver's license is essential.

The candidate will manage business development processes and implementing IT business solutions for business, including managing post implementation optimization of the grant administration business solution (Socpen) system and related systems at a national level within the Agency which includes; Managing the development, implementation and maintenance of business solutions in respect of the social grant administration system (Socpen) and related systems including Managing System User Access and payment of Grants; Monitoring service provided by external service providers and internal and 3rd party stakeholders; Helping to develop and implement strategic plans, including identifying new opportunities for Agency's solutions as well as developing new solutions for operational efficiency; Working with employees at all levels of an organization to help them improve their job performance through training and development programs; Communicating Agency policies and procedures to staff members and ensuring that they are followed; Reviewing reports from other managers to determine whether action is required; Assisting in management of the unit operations and staff including Managing employee performance by providing feedback, coaching individuals on their shortcomings, and terminating employees who are not improving

The application for the above position must be sent to
tlouapplications@sassa.gov.za
Enquiries: Mr Tlou Moloto - 012 400 2326.

Practitioner: Acquisitioning
Salary: R 321 543 – R 378 765 p.a. exclusive of benefits
Location: Head Office – Pretoria (Ref No.: SAS 28/09/2022-04)
Duration: Permanent

Candidates should hold a undergraduate qualification (NQF Level 6) as recognized by SAQA in the relevant field coupled with 2-3 years' experience in the relevant field; 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 will be an added advantage; Computer literacy and a valid driver's license are essential.

The incumbent will acquire goods and services in a fair, equitable / competitive and cost effective manner; monitoring once off purchase orders; Monitoring key accounts, Transit and Supervision of subordinates.

The application for the above position must be sent to
noahapplications@sassa.gov.za
Enquiries: Mr Lakhikhaya Noah – 012 400 2146

Practitioner: Asset Management
Salary: R 321 543 – R 378 765 p.a. exclusive of benefits
Location: Head Office – Pretoria (Ref No.: SAS 28/09/2022-05)
Duration: Permanent

Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA in the relevant field of which one major subject must be financial accounting,

coupled with 2 - 3 years' relevant experience in the relevant field. Knowledge, experience, interpretation and application of accrual accounting and GRAP standards, Public 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 will be added advantage.

The incumbent will provide an assets management function; Assist with the maintenance of the Head Office assets register; Perform assets reconciliation for the accounting of the assets management module; Supervision of stores activities; Provide advice on supply chain policies and procedures and Manage subordinates in the section.

The application for the above position must be sent to
noahapplications@sassa.gov.za
Enquiries: Mr Lakhikhaya Noah – 012 400 2146

Specialist: Grant Reconciliation
Salary: R 382 245 - R 450 255 p.a. exclusive of benefits
Location: Head Office - Pretoria (Ref No: SAS 28/09/2022-06)
Duration: Permanent

Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA in the relevant field coupled with 3-5 years' relevant experience in the relevant field; Knowledge, experience, interpretation and application of Modified Cash Accounting and Modified Cash Accounting standards. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and other relevant regulations, extensive knowledge on BAS transversal system and a valid driver's license is essential.

The candidate will coordinate and oversee the preparation, processing and posting of journals, statutory payments, reconciliations and monthly working papers; of the 9 regional Social Assistance general ledgers; Coordinate and oversee all Social Assistance related transactions are recorded and matched for the 9 regional general ledgers national month closure; Coordinate and assist with the consolidation of the 9 regional Social Assistance general ledger balances, related supporting documents and reports for the financial month end reporting to the department of Social Development and Supervise staff to ensure an effective financial accounting service.

The application for the above position must be sent to
noahapplications@sassa.gov.za
Enquiries: Mr Lakhikhaya Noah – 012 400 2146

Assistant Manager: Salary Administration
Salary: R 382 245 - R 450 255 p.a. exclusive of benefits
Location: Head Office - Pretoria (Ref No: SAS 28/09/2022-07)
Duration: Permanent

Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA in Finance with Accounting / Financial Accounting as subjects coupled 3-5 years' experience in the relevant field in the various disciplines related to Salary Administration; Knowledge, experience, interpretation and application of accrual accounting and GRAP standards, Public Finance Management Act (PFMA), Treasury Regulations on public entity, PAYE and other regulations; ERP knowledge on Oracle or SAP or accrual accounting compliant systems, computer literacy and a valid driver's license are essential

The incumbent will ensure that operational budget and resources are optimally implemented and managed; Check all calculations and supporting documents for correctness and ensure timely approval and payment to SARS; Ensure that monthly EMP201 for PAYE deduction are prepared and filed with SARS; Ensure that monthly, bi-annual and annual Tax reconciliation are prepared and timely send to SARS; Ensure that manual IRP5 totals balances with amounts paid to SARS and manual IRP5's are captured on the Easy file employer software; Ensure that the EMP501 is submitted on time to SARS; Analysis of trial balance, reconcile, clear, and correct payroll related general ledger accounts, provide an oversight to the regions; processing of all payroll incoming and outgoing files from third parties; processing of supplementary payrolls; close payroll module monthly; ensure compliance with payroll policies and practices. Respond on all payroll internal and external audit queries and assist in preparing audit pack for internal and external audit purposes. Prepare and submit monthly reports; submit inputs for preparation of Annual Financial Statements.

The application for the above position must be sent to
noahapplications@sassa.gov.za
Enquiries: Mr Lakhikhaya Noah – 012 400 2146

Manager: HCM Information
Salary: R 744 255 – R 876 705 p.a. exclusive of benefits
Location: Head Office - Pretoria (Ref: SAS 28/09/2022-08)
Duration: Permanent

Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA in the relevant field, coupled with 1-2 years proven managerial experience in the relevant field; Knowledge of ERP (ORACLE) or other HR systems, policies and prescripts; Advanced Computer literacy (especially in Excel and PowerPoint) and a valid driver's license are essential; Analytical and numerical abilities; A post graduate qualification (NQF level 07) in the relevant field.

The incumbent will Manage, Facilitate and Monitor needs based best practice HCM information services; assist with the implementation of the Operational Plan in the Unit; Manage the HCM Information Sub-Unit and all Resources; Manage HCM Management Information Reports and System; Trend Analysis/Data Analytics for SASSA; Manage the maintenance of SASSA's post establishment on ERP System (ORACLE) and Management of HCM Registry.

Applications for the above position must be sent to
Salomeapplications@sassa.gov.za
For enquiries regarding this position, please contact Ms Salome Maluleke (012) 400 2057.

Administrative Officer (Office of the CEO)
Salary: R 321 543- R 378 765 p.a. exclusive of benefits
Location: Head Office (Ref No.: SAS 28/09/2022-09)

Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA coupled 2 to 3 years relevant experience in relevant field; knowledge and a sound understanding of government policies; legislative and governance processes; demonstrated excellent written and verbal communication skills; Computer literate and a valid driver's license are essential.

The incumbent will be responsibilities in the Office of the CEO among other responsibilities will be; general administrative support related to travel, stock control, asset management, logistical arrangements for various meetings and resolution of related queries; provide support to the secretariat function; provide Registry functions in compliance with governance protocols, SASSA policies and the Public Finance Management Act.

Applications for the above position must be sent to
Salomeapplications@sassa.gov.za
For enquiries regarding this position, please contact Ms Salome Maluleke Tel: (012) 400 2057.

Manager: Customer Relations (ICT Service Management) -
Salary: R 744 255 – R876 705 p.a. exclusive of benefits
Location: Head Office – Pretoria (Ref No HO 28/09/2022-10)
Duration: Permanent

Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA in the relevant field coupled with 1 – 2 years management experience, 5 years'

experience in IT of which 3 years in IT Service Management will be an added advantage; A valid driver's license essential.

The Candidate will Manage ICT Service Management to support service delivery; Manage vendors and 3rd parties; Coordination and management of technical support and ensure technical stability of application systems; Coordinate end user customer satisfaction; Oversee service desk operations; Supervise and render performance management to the IT support team; Facilitate and manage procurement within the unit, manage ICT assets.

Applications for the above position must be sent to
Salomeapplications@sassa.gov.za
For enquiries regarding this position, please contact Ms Salome Maluleke Tel: (012) 400 2057.

ICT Audit Specialist
Salary: R 382 245 - R 450 255 p.a. exclusive of benefits
Location: Head Office - Pretoria (Ref No: SAS 28/09/2022-11)

Candidates should hold an undergraduate qualification (NQF Level 7) as recognized by SAQA in IT studies, and IT certification will be an added advantage. 3 – 5 years' experience in IT auditing. Valid driver's license is essential.

The candidate will render ICT assurance and advisory services within the Agency; administer planning, execution and reporting of ICT audits or other engagements as per the approved annual operational plan.

The application for the above position must be sent to
noahapplications@sassa.gov.za
Enquiries: Mr Lakhikhaya Noah – 012 400 2146

Manager: Demand Management
Salary: R 744 255– R 876 705 p.a. exclusive of benefits
Location: Head Office – Pretoria (Ref No.: 28/09/2022-12)
Duration: Permanent

Candidates should hold an undergraduate qualification (NQF Level 6/7) as recognised by SAQA in Finance coupled with 1-2 years management experience in Supply Chain Management environment in Corporate/ Public sector organisation; 1 years management in Demand management unit. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations on public entity and other relevant regulations. A valid driver's license is essential.

Assist with the implementation of Demand Management policies and procedures; Assist with the management of all Bid specification committee in order to ensure appropriate evaluation; Ensure standardization and adhere to legislation (PFMA, Treasury regulations etc); Assist with the conduction of industry analysis on potential service providers; Identify SASSA's procurement needs; Provide specifications / terms of reference for the supply of goods and services; Evaluate bids; Manage and lead Team.

The application for the above position must be sent to
noahapplications@sassa.gov.za
Enquiries: Mr Lakhikhaya Noah – 012 400 2146

Assistant Manager: Asset Management
Salary: R 382 245 - R 450 255 p.a. exclusive of benefits
Location: Head Office - Pretoria (Ref No: SAS 028/09/2022-13)
Duration: Permanent

Candidates should hold an undergraduate qualification (NQF Level 6/7) as recognized by SAQA in Financial Accounting or Purchasing as major subject coupled with 3 - 5 years relevant experience in Asset or Supply Chain Management; Extensive knowledge, experience, interpretation and application of accrual accounting and GRAP standards; 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 will be an added advantage; Valid driver's license is essential.

The incumbent will ensure that operational plan; budget and resources are optimally implemented and managed; Analysis trial balance and reconcile and correct balance sheet accounts; Run the depreciation and create accounting for assets; Conduct physical asset verification and assist in reconciling assets that have been completed; Prepare a list for assets to be disposed; Maintain the asset register including finance leases; Close assets module monthly and assist in preparing audit pack for internal and external audit purposes; Ensure compliance with assets policies and practices with applicable GRAP standards, SA-GAAP and IFRS, PFMA, Treasury Regulations, Constitution, Preferential Procurement Framework Act and other various regulations; Respond on all assets internal and external audit queries; Prepare and submit monthly reports; Submit inputs for preparation of Annual Financial Statements

The application for the above position must be sent to
noahapplications@sassa.gov.za
Enquiries: Mr Lakhikhaya Noah – 012 400 2146

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 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.

The Agency is an equal opportunity employer. Therefore, Preference will be given to candidates whose appointment will assist the Agency in achieving its Employment Equity targets in terms of the Agency's Employment Equity Plan. Person with Disabilities are strongly encouraged to apply.

Closing date: 11 October 2022

Applicants interested in applying for these posts should send their applications (CV and completed New Z83 form) quoting the relevant reference number and position name as per the advert. The subject heading of the email should indicate the reference number and name of the position you are applying for. Applicants must ensure that they send their application to a correct inbox/email indicated on each position. Applications sent to the 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 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. Failure to comply with the above requirements may result your application been disqualified.

General Enquiries: Pamela Tshetu – Tel (012) 400 2264 or Mr Tlou Moloto - Tel No: (012) 400 2326

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.

The candidates who previously applied for any re-advertised positions must re-apply

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social development
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Social Development
REPUBLIC OF SOUTH AFRICA



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