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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: Operational Planning
Salary: R 733 257 – R 863 748 p.a. inclusive of benefits
Location: Head Office – Pretoria (Ref No HO 21/09/2021-38)

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 Strategic Planning, Monitoring and Reporting of organisational performance; knowledge of SASSA's Constitutional mandate, relevant policies and legislation; Knowledge of social security management and poverty alleviation matters; Computer literacy and a valid driver's license are essential.

The candidate will coordinate, facilitate and manage the productions of the Annual Performance Plan, Operational Plans and performance reports across the Agency; Coordinate inputs of different branches for the development of the Annual Performance Plan and ensure alignment to government wide priorities (NDP, SONA, MTSF priorities); Facilitate, coordinate and manage SASSA's operational planning process for branches and regions; Facilitate, coordinate and manage the production of the quarterly and annual reports against predetermined objectives/plans; Provide leadership in order to enhance the Unit performance and outputs of the Unit; Manage resources and matters pertaining to staff.

Preference will be given to African Female/ Person with disability followed by White Male / Female, respectively.

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

Manager: Strategic Monitoring (Re-advertisement)
Salary: R 733 257 – R 863 748 p.a. inclusive of benefits
Location: Head Office – Pretoria (Ref No HO 21/09/2021-39)

Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA in statistics or mathematical quantification or econometrics coupled with 1-2 years proven management experience in data analysis in monitoring and evaluation; Knowledge of survey and administrative data analysis using any of the statistical software package and a valid driver's license are essential.

The candidate will compute statistical reports for strategic monitoring; Develop, manage & update the data on a consolidated matrix of indicators for different stakeholders including a dashboard; Collect, collate, analyse and maintain a clean data storage system for monitoring and evaluation; Manage and maintain a centralized and integrated monitoring and evaluation information system of the reports developed; Review and revise the monitoring system to easily adapt strategic changes in the operating context; Identify performance indicators and develop quality assurance strategies; Analyze survey data to determine the performance and impact of social assistance; Assist with the monitoring and assessment of strategic goals and targets to be achieved and provide advice to promote interventions; Ensure alignment and effectiveness between the different strategic stakeholders responsible for data management and data consumption; Implement strategic priorities and programs; Monitor strategic goals and target; Manage and lead Team; Input into the Unit's Operational Plan; Facilitate implementation of Operational Plan in Sub-Unit (Performance management; Meetings and Communication; Delivery tracking and contingency planning, Status reporting); Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part3)

Preference will be given to White Male/ Female followed by Indian Male and African Female, respectively.

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

Manager: Revenue Management (Re-advertisement)
Salary: R 733 257 – R 863 748 p.a. inclusive of benefits
Location: Head Office – Pretoria (Ref No HO 21/09/2021-41)

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; 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; Computer literacy and a valid driver's license are essential.

The candidates will provide effective revenue and debt management services; manage the development and implementation of an effective revenue and debt collection management system; Quality assure or audit all (9) regional office; manage the Agency's revenue and debt accounts; Manage the provisioning of a debt management service and Manage and lead Team.

Preference will be given to African Female / Person with Disability followed by Indian Male/ Female, respectively.

The application for the above position must be sent to
patrickapplications@sassa.gov.za
Enquires: Mr Patrick Seeletse – 012 400 2188.

Senior Legal Admin Officer MR 6 (OSD)
Salary: R473 820 - R1 140 828 p.a. inclusive of benefits
(Salary will be determined in accordance with OSD determination)
Location: Head Office - Pretoria (Ref No HO 21/09/2021-42)

Candidates should be in possession of an LLB or B.Proc degree plus 8 years 'appropriate post qualification legal experience; Computer literacy and a valid driver's license are essential; Admission as an attorney or advocate will serve as an added advantage.

The candidate will be responsible for the development and implementation of the legal services frameworks, (such as contract management, litigation management and legislation compliance; as well as the applicable policies and legislation within SASSA); interpretation of legislation; drafting and vetting of contracts; manage litigation; provide legal opinions; handle debt collection matters; provide support to labour relations with regard to labour matters at enquiries, arbitrations and/or labour court; and conduct training on applicable prescripts for the internal stakeholders on a need-be basis.

Preference will be given to African Female/ coloured Female followed by African Male, respectively.

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

Manager: Brand and Public Relations
Salary: R 733 257 – R 863 748 p.a. inclusive of benefits
Location: Head Office – Pretoria (Ref No HO 21/09/2021-43)

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; knowledge of SASSA's Constitutional mandate, relevant policies and legislation; Computer literacy and a valid driver's license are essential.

The candidate will provide branding and publications; Development and implementation of effective brand and Public Relations strategies targeting major clientele of SASSA and specific stakeholders; Maintenance and marketing of the SASSA brand internally and externally (brand management/integration, PR, Exhibitions, strategy development, etc); Implementation of Norms and Standards for Publication and SASSA brand (develop, design and production of public material within SASSA using applicable device guidelines); Ensuring accuracy and updating of website details with relevant information that supports branding; Manage the resources within the Unit.

Preference will be given to African Male followed by White Male/ Female and Indian Male/ Female, respectively.

The application for the above position must be sent to
patrickapplications@sassa.gov.za
Enquires: Mr Patrick Seeletse – 012 400 2188.

Manager: Contact Centre Management
Salary: R 733 257 – R 863 748 p.a. inclusive of benefits
Location: Head Office – Pretoria (Ref No HO 21/09/2021-44)

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 including Call Centre Management; knowledge of SASSA's Constitutional mandate, relevant policies and legislation; ICT systems including Call Centre systems; Knowledge of social security management and poverty alleviation matters; Computer literacy and a valid driver's license are essential.

The candidate will assist with the provision of providing strategic guidance and coordinate contact, complaints and call centre management; Assist with the development, implementation and coordination for Call Centre strategies; Develop and implement operating procedures for call centre management; Assist with the development and implementation of help desk strategies; Manage and lead team.

Preference will be given to White Female/ Person with Disability followed by African Male, respectively

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

Assistant Manager: Facilities Maintenance (Technical OHS)
Salary: R376 596- R443 601 p.a. Exclusive of benefits
Location: Head Office – Pretoria (Ref No HO 21/09/2021-52)

Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA in the relevant field coupled with 3-5 years relevant experience; Knowledge of the PFMA, OHS, GIAMA, Project Management, Environmental Conservation Act, Energy Act and Building industry regulations; Knowledge and experience on management of Occupational Health and Safety matters. Computer literacy; Excellent Communication Skills (Verbal, writing and power point presentation) and valid driver's license are essential.

The candidate will ensure efficient and effective facilities maintenance; Assist with the development of Policy and Strategies for the maintenance of Agency's physical infrastructure; Assist with the development of maintenance guidelines; Assist with the management of vendors in accordance with Service Level Agreements; Assist with the monitoring and evaluation of the condition of SASSA's infrastructure and advice on maintenance; Assist with the provision of a furniture management service (Norms and standards, Re-location, Requisition key and disposal); Assist with the management and implementation of Occupational Health and Safety Standards, Implementation and management of Occupational Health and Safety (OHS) Act, Policies and strategies, Ensure compliance in terms of the OHS Act, Policies and strategies, Ensure that workplace safety is continuously assessed and evaluated for purposes of compliance, Report and advise on matters of OHS and Monitor performance of subordinates in the section. Provide administrative support to Occupational and Health Safety Committees.

Preference will be given to Indian Male / White Male / Female / Person with Disability.

The application for the above position must be sent to
patrickapplications@sassa.gov.za
Enquires: Mr Patrick Seeletse – 012 400 2188.

Practitioner: Benefits and Service Conditions
Salary: R316 791- R373 167 exclusive of benefits
Location: Head Office – Pretoria (Ref No HO 21/09/2021-54)

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

The candidate will administer Human Capital Management Benefits and Service Conditions; Supervise activities within the Unit: Benefits and Service Conditions; Assist with the implementation of Operational plan within the Unit; Supervise subordinates in the Sub-Unit; Analyse policies and provide inputs; Review and maintain system validations and enhancements.

Preference will be given to Indian Male/ White Female / Person with Disability.

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

Document Management Administrator
Salary: R173 703 – R 204 612 p.a. exclusive of benefits
Location: Head Office – Pretoria (Ref No HO 21/09/2021-55)

Candidates should hold a Senior Certificate/ Grade 12 (NQF level 4) coupled with 0-1 year working experience in the relevant field; Computer literacy and Willingness to work irregular hours; a valid driver's licence (C1 with PDP) will be an added advantage.

The candidate will be responsible for opening, drawing and archiving of files and searching for urgent /outstanding files; Handling incoming /outgoing mail, and enquiries; Transferring of files, transporting of files between offices; Collecting and delivering of mail/parcels to/from the post office and areas around Gauteng; Check/control the delivery registers; Packing and dispatching mail and bulk parcels; Binding of photocopied document; Perform all other auxiliary support services functions; Provide driver/ Chauffeur services to staff.

Preference will be given to Indian Male/ White Male / Female / Person with Disability

The application for the above position must be sent to
vuyiapplications@sassa.gov.za
Enquires: Ms Vuyisile Mkhathshwa – 012 400 2523.

Clerk: Communication
Salary: R173 703 – R 204 612 p.a. excluding benefits
Location: Head Office – Pretoria (Ref No HO 21/09/2021-56)

Candidates should hold a Senior Certificate/ Grade 12 (NQF level 4) coupled with 0-1 year working experience in the relevant field; Computer literacy is essential and a valid driver's licence will be an added advantage.

The candidate will be rendering clerical support services pertaining to marketing and communication in the Unit; Assist with the administrative functions pertaining to marketing and communication within the Unit; Assist with the maintenance and coordination of the Unit's information systems; Assist with the drafting of correspondence to various stakeholders relating to queries and information required; Assist with the compilation of statistical reports on marketing and communication matters; Provide personnel administration clerical support services within the Unit.

Preference will be given to Coloured Male /White Male / Female / Person with Disability

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

Assistant Manager: Asset Management
Salary: R376 596- R443 601 p.a. Exclusive of benefits
Location: Head Office – Pretoria (Ref No HO 21/09/2021-58)

Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA in the relevant field preferably with Financial Accounting as a major subject coupled with 3- 5 years' experience in Asset or Supply Chain Management; Extensive knowledge, experience, interpretation and application of accrual accounting and GRAP standards, Public Financial Management Act (PFMA), Treasury Regulations on public entity and other 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 Candidate will provide an asset management function; Maintain the Head Office asset register; Responsible for the accounting of the asset management module; manage the stationery stores activities; Provide advice on supply chain policies and procedures; Manage subordinates in the section.

Preference will be given to White Male/ Female followed by Indian Male / Female and Coloured Male, respectively.

The application for the above position must be sent to
noahapplications@sassa.gov.za
Enquires: 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 our intention to promote representivity in terms of race, gender and disability through the filling of this positions 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. Only E-mailed applications will be accepted.

Closing date: 04 October 2021

Applicants interested in applying for these posts should send their applications (CV and Completed New Z83 form 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 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.

General Enquiries: 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.

Candidates who previously applied for any re-advertised posts, must re-apply.

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

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social development
Department
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REPUBLIC OF SOUTH AFRICA

