

*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.

Chief Operation Officer
Salary: R1 590 747 - R 1 791 978 p.a. inclusive of benefits
Location: Head Office - Pretoria (Ref No.: SAS11/12/2022-01)
Duration: Permanent

Candidates should hold an undergraduate qualification (NQF level 7) plus a post graduate qualification (NQF level 8) as recognized by SAQA in the field of Public Administration / Social Science / Commerce / Business Administration or related field coupled with 8-10 years' experience at senior managerial level; Certificate for entry into the SMS (Senior Management Service) endorsed by the National School of Government; Candidates should be a strategic thinker and have management skills as well as understanding of government and all relevant legislation / prescripts / policies; Computer literacy and a valid driver's licence are essential.

The incumbent will be responsible for the coordination of the organisation's Strategy; Ensure the standardization and implementation of the Regional integration strategy of the Agency as well as good governance; Manage, oversee, and report on operational performance of SASSA; Manage and coordinate all administrative matters within the office of the CEO; Provide coordination and support to the regions; Promote intergovernmental and stakeholder relations; Provide security strategies to achieve business objectives by identifying and addressing security requirements in business functions and initiatives, and providing infrastructure, people and processes that meet those requirements and Management of the various resources within the Branch.

Applications for the above position must be sent Patrickapplications@sassa.gov.za enquiries regarding this position, please contact Mr Patrick Seeletse Tel: (012) 400 2188

General Manager: Enterprise Programme Management Office (EPMO)
Salary: R1 308 051 - R 1 563 948 p.a. inclusive of benefits
Location: Head Office - Pretoria (Ref No.: SAS11/12/2022-02)
Duration: Permanent

The candidates should hold an undergraduate qualification (NQF Level 7) as recognized by SAQA in the relevant field coupled with 5 years' experience at a Senior Management level in the relevant field; Certificate for entry into the SMS (Senior Management Service) endorsed by the National School of Government; the incumbent must have a broader understanding of the Public Services Management Framework as well the SASSA Act; Computer literacy and a valid driver's license are essential. A post graduate qualification in Project Management (NQF level 08) will be an added advantage.

The incumbent will facilitate the formulation of terms of references for projects and programmes in support of innovative strategies; Monitor, review and evaluate progress on agency-wide projects and programmes; Provide support pertaining to the design and implementation of agency-wide projects; Facilitate the design and implementation of project and program management capacity, integration and alignment of all Agency projects; Provide leadership in order to enhance the Unit performance and outputs of the Unit and Manage resources and matters pertaining to staff.

Applications for the above position must be sent Salomeapplications@sassa.gov.za enquiries regarding this position, please contact Mr Patrick Seeletse Tel: (012) 400 2057

General Manager: Facilities Management and Auxiliary Support Services
Salary: R1 308 051 - R 1 563 948 p.a. inclusive of benefits
Location: Head Office - Pretoria (Ref No.: SAS11/12/2022-03)
Duration: Permanent

Candidates should hold undergraduate qualification (NQF level 7) as recognized by SAQA coupled with 5 years' experience at a senior managerial level in the sphere of Corporate Services Management and/ or Auxiliary support; Certificate for entry into the SMS (Senior Management Service) endorsed by the National School of Government; A postgraduate qualification in Build Environment/ Property Management/ Real Estate will be an added advantage; The incumbent must have a broader understanding of the Public Services Management Framework as well the SASSA Act; Computer literacy and a valid driver's licence are essential.

The incumbent will Manage and facilitate the planning and acquisition of the Agency's property needs; Provide efficient and effective Facilities Maintenance; Provide efficient and effective General Support Services; Provide efficient and effective transport services; Provide leadership in order to enhance the Unit performance and outputs of the Unit and Manage resources and matters pertaining to staff.

Applications for the above position must be sent Salomeapplications@sassa.gov.za enquiries regarding this position, please contact Mr Patrick Seeletse Tel: (012) 400 2057

Labour Relations Advisor
Salary: R 766 584 - R 903 006 p.a. inclusive of benefits
Location: Head Office - Pretoria (Ref No.: 11/12/2022-04)
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; Computer literacy and a valid driver's licence are essential.

The incumbent will assist Manage collective bargaining processes; Manage and facilitate labour relations cases in respect of dispute resolution, grievances and disciplinary cases within SASSA; Provide advice on labour relations matters; Facilitate labour relations training within SASSA and Provide leadership and management to the section.

Applications for the above position must be sent to Applications for the above position must be sent Pamapplications@sassa.gov.za enquiries regarding this position, please contact Ms P Tshetu Tel: (012) 400 2264

Senior Manager: Beneficiary Maintenance X2
Salary: R1 105 383- R1 302 102 p.a. including benefits
Location: Western Cape Region (Ref No: SAS WC 11/12/2022-05)
Location: Gauteng Region (Ref No: SAS GP 11/12/2022-06) Re-advertisement
Duration: Permanent

Candidates should hold an undergraduate qualification (NQF Level 7) as recognized by SAQA with 5 years of experience in the relevant field at middle/senior managerial level; Certificate for entry into the SMS (Senior Management Service) endorsed by the National School of Government; Knowledge of SASSA's constitutional mandate and relevant policies and legislation; knowledge of social security management and poverty alleviation matters; computer literacy and a driver's license are essential. A post graduate qualification (NQF level 08) in the relevant field will be an added advantage.

The incumbent will provide strategic guidance and support in relation to beneficiary maintenance and will provide strategic guidance and coordinate grant reviews and quality assurance functions, provide strategic guidance and coordinate business administration systems within grants administration, Provide leadership in order to enhance the Unit performance and outputs of the Unit and Manage resources and matters pertaining to staff.

Applications for the above positions in Gauteng Regional Office must be sent to ApplicationsMas@sassa.gov.za enquiries: Ms MT Malivha (011) 241 8563

Applications for the above position at Western Cape Region must be sent to WC-Applications@sassa.gov.za Enquiries: Ms M De Wet (021) 469 0422 / 0455

Manager: Customer Care
Salary: R 766 584 - R 903 006 p.a. inclusive of benefits
Location: Head Office - Pretoria (Ref No: SAS11/12/2022-07)
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; Computer literacy and a valid driver's licence are essential.

The incumbent will manage Outreach Programs; Engage in special promotional events organized and planned by different spheres of government; Manage and coordinate the customer relations strategy in the Agency; Manage customer enquiries and complaints; Provide advice on social assistant legislation, policies and procedures; Assist with the Management of the Unit.

Applications for the above position must be sent Tlouapplications@sassa.gov.za enquiries regarding this position, please contact Mr T Moloto Tel: (012) 400 2326.

Specialist: Demand Management
Salary: R 491 403- R 578 841 p.a. exclusive of benefits
Location: Head Office - Pretoria (Ref No: SAS 11/12/2022-08)
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 Supply Chain Management; Extensive knowledge, experience, interpretation and application of SCM prescripts; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and other relevant SCM regulations; Computer Literacy and a valid driver's license is essential.

The incumbent will assist with the monitoring regarding the adherence to Demand Management policies and procedures; Assist with the administration of Bid specification committee in order to ensure appropriate evaluation; Assist to ensure standardization and adherence to legislation (PFMA, Treasury regulations etc); Assist with conducting of industry analysis on potential service providers; Assist with the identification of SASSA's procurement needs; Assist in monitoring the Demand plan of SASSA and Assist in the management of resources in the unit.

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

Internal Auditor
Salary: R 331 188 - R 390 126 p.a. exclusive of benefits
Location: Location: Head Office - Pretoria (Ref No: 11/12/2022-09)
Duration: Permanent

Candidates should hold an undergraduate qualification (NQF Level 6/7) as recognized by SAQA in auditing/ internal audit and / or accounting coupled with 2-3 years' experience in internal audit; Sound knowledge of the standards of the Institute of Internal Audit; Knowledge of legislative requirements in the Public sector, including the Public Finance Management Act; Knowledge of corporate governance and risk management process audits; Knowledge of Teammate and CAATS (ACL) would be an added advantage. Computer Literacy and a valid driver's license is essential.

The incumbent will be responsible for planning, execution and reporting of audits as per the approved annual internal audit plan, including follow-up and ad-hoc audits as per instruction.

Applications for the above position must be sent to Applications for the above position must be sent Pamapplications@sassa.gov.za enquiries regarding this position, please contact Ms P Tshetu Tel: (012) 400 2264

Specialist: Fraud and Corruption Investigation
Salary: R 331 188 - R 390 126 p.a. exclusive of benefits
Location: Location: Head Office - Pretoria (Ref No: 11/12/2022-10)
Duration: Permanent

Candidates should hold an undergraduate qualification (NQF Level 6/7) as recognized by SAQA in policing, Forensic investigations, Risk Management, and / other relevant qualification in the field, coupled with 2-3 years' experience in the relevant field; Sound knowledge of the prevention and combating of corrupt activities Act. Social Assistance Act, Criminal procedure Act, Knowledge of legislative requirements in the Public sector, including the Public Finance Management Act; Knowledge of corporate governance and risk management process, and CFE (Certified Fraud Examiner) would be an added advantage. Computer literacy and a valid driver's licence is essential.

The incumbent will be conducting investigations relating to fraud and corruption; Assist with the facilitation of the recovery of debts for social fraud cases; Assist with the facilitation of disciplinary cases of social grant fraud. Screening of cases from PSC (Public Service Commission) and Hotline; Capturing of cases in Fraud Case Management System.

Applications for the above position must be sent Tlouapplications@sassa.gov.za enquiries regarding this position, please contact Mr T Moloto Tel: (012) 400 2326.

Clerk: Provisioning Administration
Salary: R 181 599 - R 213 912 p.a. exclusive of benefits
Location: Location: Head Office - Pretoria (Ref No: 11/12/2022-11)
Duration: Permanent

Candidates should hold a Senior Certificate with Mathematics, Mathematics Literacy or Accounting coupled with 0-1 years working experience within the relevant field; Computer literacy and a driver's license will be added advantage.

The incumbent will be responsible for general administration within The Unit: Acquisition Management. Administer the operational plan of the Acquisition; Nomination of suppliers from Central Supplier Database, capture orders after service was rendered, management of monthly order issued by ensuring that follow up on delivery of goods and services is adhered to, Monitoring Blanket orders, Ensuring that Blanket orders and once-off purchase orders are processed in the period when benefits are enjoyed. Receiving of goods from suppliers, Checking quality and quantity of goods received. Assist in the implementation of procurement policies and practice with applicable GRAP standards, SA-GAAP and IFRS, PFMA, Treasury Regulations, Constitution, Preferential Procurement Policy Framework Act and other various regulations.

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 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. Persons with Disabilities are strongly encouraged to apply.

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 in your application being disqualified.

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

Closing date: 26 December 2022

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

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

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social development
Department:
Social Development
REPUBLIC OF SOUTH AFRICA



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