

*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.**

**Manager: Risk Assessment**

**Salary: R 744 255 – R 876 705 p.a. inclusive of benefits**  
**Location: Head Office - Pretoria (Ref: HO 15-16/02/2022-09)**

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 incumbent will provide a risk management service. Assist with the development, implementation and maintenance of a risk management policy, strategy, and implementation plan. Review risk management strategies, policies, guidelines and procedures and ensure compliance thereof. Facilitate risk assessments in order to assist management in developing the Agency risk registers. Ongoing review, monitoring and reporting of the Agency Risk profile. Provide administration support to the Risk Management Committee. Manage subordinates under area of responsibility.

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

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

**Manager: Human Capital Provisioning**

**Salary: R 744 255 – R 876 705 p.a. inclusive of benefits**  
**Location: Head Office - Pretoria (Ref: HO 15-16/02/2022-10)**

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 Oracle or other HR systems, policies and prescripts; Computer literacy and a valid driver's licence are essential. A post graduate qualification (NQF level 07) in the relevant field will be an added advantage.

The incumbent will assist with the management of the operational plan of the Unit; Manage and ensure the effective rendering of staffing practices (i.e. recruitment services, acting allowances, transfers, secondments and awarding of higher notches); Manage the development of the Human Capital Provisioning Policies; Manage trends, risks and contingency planning and Manage the Human Capital Provisioning Sub-unit and all resources

**Preference will be given to African Male / Coloured Female / Indian Male / Indian Female.**

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

**Data Warehouse Manager**

**Salary: R 744 255 – R 876 705 p.a. inclusive of benefits**  
**Location: Head Office - Pretoria (Ref: HO 15-16/02/2022-11)**

Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA in the relevant field coupled with 1-2 years management experience in information and knowledge management; 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 licence are essential.

The incumbent will manage information and knowledge management, Design, implementation, maintenance, and support of data warehouse systems and related data marts. Ensures proper balance between front-end systems and back-end processing capabilities, Design data models for the data warehouse and establish processes for introducing new datasets into the data warehouse, Responsible for organizational balance and system coherency between client environment and the Data Warehouse, Develop the Data Management Office Strategy and Governance Policy for the Data Warehouse, Perform detailed data assessments to help the business realize the value potential in data especially in the data warehouse, Interfaces between business, technology, and support teams through, developing and improving relationship between the business and IT Assist in the management of the resources of the Unit.

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

**The application for the above position must be sent to [touapplications@sassa.gov.za](mailto:touapplications@sassa.gov.za)**  
**Enquires: Mr Tlou Moloto - 012 400 2326.**

**Infrastructure Planner (Technology Architecture) – Re-advertisement**

**Salary: R 744 255 – R 876 705 p.a. inclusive of benefits**  
**Location: Head Office - Pretoria (Ref: HO 15-16/02/2022-12)**

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; a valid driver's licence is essential.

The incumbent will develop technology architecture consisting of the technology functions and components and the supporting frameworks and reference models; Development of As-Is and To-Be technology architectures in support of the business, data and application architectures; Development of technology oriented roadmaps to achieve To-Be technology architecture; Establishment and maintenance of the technology landscape; Integration with the solution architecture teams to extract and improve the technology reference models; Provide input into the integration reference model and landscape; Development of all governance and design specifications for the technology building blocks as well as the principles that will guide the design of the technology solution building blocks; Collaborate with the Business, Data and Application architects to ensure alignment; Establishment and maintenance of the Technology Reference Model (TRM), implementation and deployment models; Provide input into the various reference models responsible for the technology portfolio; Contribute to ICT standards and Member of the Architecture Review Board (Lead Technology Architect); Identify and recommend technologies for ICT modernisation or innovation.

**Preference will be given to all race and gender**

**The application for the above position must be sent to [touapplications@sassa.gov.za](mailto:touapplications@sassa.gov.za)**  
**Enquires: Mr Tlou Moloto - 012 400 2326.**

**Senior Legal Admin Officer MR 6 (OSD) - Re-advertisement**  
**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: HO 15-16/02/2022-13)**

Candidates should be in possession of an LLB or B.Proc degree plus 8 years post qualification legal experience (specifically in drafting and vetting of contracts, management of litigation, labour dispute resolution, interpretation of legislation, provision of legal opinions and debt collection); Computer literacy and a valid driver's licence are essential; Admission as an attorney or advocate will serve as an added advantage.

The incumbent 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](mailto:pamapplications@sassa.gov.za)**  
**Enquires: Ms Pamela Tshetu – 012 400 2264.**

**Specialist: Payment Support**

**Salary: R382 245- R450 255 p.a. exclusive of benefits**  
**Location: Head Office - Pretoria (Ref: HO 15-16/02/2022-14)**

Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA in the relevant field coupled with 3-5 years' experience in the relevant field; Computer literacy and a valid driver's licence are essential.

The incumbent will provide assistance to the commercials and the general rules of law in the payment of social grants. Provide assistance to the commercials and the general rules of law in the payment of social grants. Assist with management of the SLA for social grant payment. Monitor trends in the payment of social grants, to determine future options and improvements. Assist with all other administrative responsibilities within the department.

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

**The application for the above position must be sent to [touapplications@sassa.gov.za](mailto:touapplications@sassa.gov.za)**  
**Enquires: Mr Tlou Moloto - 012 400 2326.**

**Specialist: Security Management**

**Salary: R382 245 - R450 255 p.a. exclusive of benefits**  
**Location: Head Office - Pretoria (Ref: HO 15-16/02/2022-15)**

Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA in the relevant field coupled with 3- 5 years' experience in the relevant field; Computer literacy and a valid driver's licence are essential.

The incumbent will ensure efficient and effective security management services. Assist with the development and implementation of physical security standards within SASSA. Assist with the management of SLA for security services provided by third parties. Assist with the proper administration and implementation of the Access Control Act / Policy. Assist with the proper administration of vetting policies and procedures. Assist with the conduction of security awareness programmes. Assist with the coordination of security management between head office and regions. Manage resources.

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

**The application for the above position must be sent to [touapplications@sassa.gov.za](mailto:touapplications@sassa.gov.za)**  
**Enquires: Mr Tlou Moloto - 012 400 2326.**

**Specialist: Governance (Downgraded)**

**Salary: R321 543 – R378 765 exclusive of benefits**  
**Location: Head Office - Pretoria (Ref: HO 15-16/02/2022-16)**

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

The incumbent will assist in developing an effective code of good governance and implement it for the Agency. Assist in planning and implementing ethics risk assessment and conducting organisational climate surveys as per the approved annual operational plan, including follow-up. Act as an Ethics Officer and assists in the verification of information declared by employees in financial disclosures, including follow-up and reporting as per standard operating procedures. Assist in the development of the analysis of fraud disciplinary cases. Plan and implement ethics awareness programmes. Assist in the development, review and quality assurance of operational policies and other internal controls. Perform any other governance related duties as per instruction of supervisor.

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

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

**Specialist: Media Relations (Downgraded)**

**Salary: R321 543 – R378 765 exclusive of benefits**  
**Location: Head Office - Pretoria (Ref: HO 15-16/02/2022-17)**

Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA in the relevant field coupled 2-3 years relevant experience; Knowledge of multi-media, videography, social media, writing articles and online marketing; Computer literacy and a valid driver's license are essential.

The incumbent will render a media liaison service. Assist with the development and implementation of a communication policy and strategy. Assist with scanning of media environment for rapid response on daily basis. Co-ordinate media briefings and draft media alerts / invites / advisories. Assist with speechwriting, press releases and editing taking into account strategy and message to be conveyed. Initiate and maintain good working relations with the media.

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

**The application for the above position must be sent to [touapplications@sassa.gov.za](mailto:touapplications@sassa.gov.za)**  
**Enquires: Mr Tlou Moloto - 012 400 2326.**

**Specialist: Financial Accounts (downgraded) – Re advertisement**

**Salary: R321 543 – R378 765 exclusive of benefits**  
**Location: Head Office - Pretoria (Ref: HO 15-16/02/2022-18)**

Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA in the relevant field coupled with 3-5 years relevant experience; 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 and a valid driver's licence is essential.

The incumbent will administer and maintain financial accounts; Administer the Bank Reconciliation for the Administration (main) Paymaster General (PMG) bank account; Administer financial month-end reporting of the General Ledger; Administer the preparation of the half-yearly financial statements (GRAP); Implement and monitor the year-end process and Assist with the management of the financial reporting; Ensure adherence to Section 57 (Responsibilities of other Officials) of the Public Finance Management Act (PFMA, Chapter 6, Part 3).

**Preference will be given to African Male / White Male / Person with Disability.**

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

**Communication Officer**

**Salary: R321 543 – R378 765 exclusive of benefits**  
**Location: Head Office - Pretoria (Ref: HO 15-16/02/2022-19)**

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

The incumbent provide internal communication services; Assist in Conceptualization, Implementation and Monitoring of internal Communication Strategy; Assist in the Production and Editing of internal communication Publications (Njalo and SASSA Update); Assist in Overseeing and managing internal events; Assist with administration duties in the unit.

**Preference will be given to African Male/ Indian Male / White Male / White Female.**

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

**Clerk: Salary Administration**

**Salary: R176 310 – R 207 681 p.a. excluding benefits**  
**Location: Head Office - Pretoria (Ref: HO 15-16/02/2022-20)**

Candidates should hold a Senior Certificate/Grade 12 with Accounting or Mathematics as subjects coupled with 0 -1 year working experience; Knowledge, experience, interpretation and application of accrual accounting and GRAP standards, 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 and a valid driver's licence will be an added advantage

The incumbent will implement the operation plan of the Financial Accounting Unit; Capture salary allowances and deductions; Distribute of IRP 5's, Payroll Control sheet to the Regions and Head Office; Handle salary related queries; Perform salary registry activities and filling of documents; Reconciliation of Payroll Control sheet, Opening and Closing of Salary files; Updating of Travelling tariffs; Re-issuing of rejected salaries and bonds; HRM knowledge; Implement payroll and HRM policies and practices with applicable GRAP standards, SA-GAAP and IFRS, PFMA, Treasury Regulations, Constitutions and other various regulations

**Preference will be given to African Male / Coloured Female / White Male / White Female.**

**The application for the above position must be sent to [noahapplications@sassa.gov.za](mailto: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: 28 February 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: 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](http://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](http://www.sassa.gov.za)**

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**social development**  
Department:  
Social Development  
**REPUBLIC OF SOUTH AFRICA**



**TOGETHER WE CAN BEAT THE CORONAVIRUS**