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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.

The following positions are available in KZN Region

Administrative Officer: General Support Services (x4 posts)

Salary: R257 508 – R303 339 p.a. exclusive of benefits

Location: ILembe District: Mandeni Local Office (Ref No. SAS 01/2020) x1 and Ndwedwe Local Office (Ref No. SAS 02/2020) x1.

Location: Midlands District: Madadeni Local Office (Ref No. SAS 03/2020) x1 and Msinga Local Office (Ref No. SAS 04/2020) x1.

Candidates should hold a relevant Degree/National Diploma with 1-2 years working experience. Computer literacy and a valid driver's license are essential (successful candidate will be expected to drive).

The incumbent will be responsible to monitor and ensure the maintenance of log books of pool vehicles; ensure the implementation and maintenance of appropriate registers; monitor the implementation and maintenance of database assets. Ensure the local office staff comply with HR policies and procedures; ensure that all HR forms and documents are correct and complete; ensure that HR request/ documents/ forms are forwarded to District office timeously; ensure the maintenance of appropriate registers. Ensure the implementation and maintenance of a filing system that is 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 of quotations if not available; write motivation and attached comparative schedule; obtain approval from delegated authority; ordering of items; receipts, check and book items in accordance to the delivery note. Supervision, appraisal, disciplinary; leave; training and development; planning and organization; guidance and monitoring. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3).

NB: Mandeni Local office: Preference will be given to Person with Disability / African Male followed by African Female and Indian Female respectively as at the time of appointment.

NB: Ndwedwe and Madadeni Local Offices: Preference will be given to Person with Disability / African Male followed by Indian Male and Coloured Male respectively as at the time of appointment.

NB: Msinga Local Offices: Preference will be given to Person with Disability / African Female followed by African Male and Indian Female respectively as at the time of appointment.

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Administrative Clerk: General Support Services (x1 post)

Salary: R173 703 – R204 612 p.a. exclusive of benefits

Location: Midlands District: Ekuvukeni Local Office (Ref No. SAS 04/2020).

Candidates should hold a Matric certificate. Computer literacy and a valid driver's license are essential (successful candidate will be expected to drive).

The incumbent will be responsible for keeping log book of pool vehicles and ensure maintenance of 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; have a filing system in place aligned to the master file plan of SASSA; opening and closing of files; represent the Local Office in various meetings, forums, committees; assist with the arrangement of meetings and special events or awareness campaigns; obtaining quotation 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. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3).

NB: Ekuvukeni Local Office: Preference will be given to Person with Disability / African Male followed by African Female and Indian Male respectively as at the time of appointment.

Senior Grants Administrator (x1 post)

Salary: R257 508 – R303 339 p.a. exclusive of benefits

Location: Pietermaritzburg District: Ixopo Local Office (Ref No. G01/2020).

Candidates should hold a Senior Certificate plus 5-7 years' experience in Social Security **or** National Diploma/Degree/NQF equivalent qualification with 2-3 years' experience in Social Security (Grants Value Chain); Computer literacy is essential and a valid driver's license will be an added advantage.

The incumbent will check the completeness of grant applications and supporting documents; Verify applications and means test; Approve or reject applications; Process other grant documents; Perform other grants value chain functions; Oversee the quality of the administration of social grants and advise on policies and processes within the grants value chain; Manage staff performance and resources.

NB: Ixopo Local Office: Preference will be given to Person with Disability / African Male followed by Coloured Male and Indian Male respectively as at the time of appointment.

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Team Leader: Grants Administration (x4 posts)

Salary: R316 791 – 373 167 p.a exclusive of benefits

Location: Pietermaritzburg District: Impendle Local Office (Ref No. G02/2020) x1, Mooi River Local office (Ref No. G03/2020) x1 and Izingolweni Local Office (Ref No. G04/2020) x1.

Location: UMkhanyakude District: Ingwavuma Local Office (Ref No. G05/2020) x1.

Candidates should hold a B Degree and/or 3 year tertiary qualification in the relevant field coupled with 3 years' supervisory experience in the Grants Administration (entire grants value chain); Knowledge SOCPEN and MIS, SASSA's constitutional mandate and relevant policies and legislative in public management as well as of social security management and poverty alleviation matters; Computer literacy and a valid driver's licence are essential.

The incumbent will be responsible for managing social security operations pertaining to grants and clients administration at Local Offices; Further areas of involvement include managing the processing verification, approval/rejection of grants applications, and co-ordinating services at the service points; Managing the implementation of policies, procedure, beneficiary data and records as well as ensuring the compilation and analysis of all required report; Ensuring the management of staff related function and other administrative duties.

NB: Impendle Local Office: Preference will be given to Person with Disability / African Male followed by Coloured Male and Indian Male respectively as at the time of appointment.

NB: Mooi River Local Office: Preference will be given to Person with Disability / African Male followed by Indian Male and Coloured Male respectively as at the time of appointment.

NB: Izingolweni Local Office: Preference will be given to Person with Disability / African Male followed by Coloured Male and Indian Male respectively as at the time of appointment.

NB: Ingwavuma Local Office: Preference will be given to Person with Disability / African Female followed by African Male and Coloured Male respectively as at the time of appointment.

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Assistant Manager: Grants Administration (x1 post)
Salary: R376 596 – R454 920 p.a exclusive of benefits
Location: iLembe District: Dukuza Local Office (Ref No. G06/2020).

Candidates should hold a B degree and/or a 3-year tertiary qualification in a relevant field, coupled with 3- 5 years' supervisory experience in the social security environment (at a supervisory level); Knowledge of SASSA's constitutional mandate, relevant policies and legislation is required, as is proficiency in social security management and poverty alleviation matters; Computer literacy and a valid driver's licence are essential.

The incumbent will be responsible for the overall management of the grants administration programme in the Local Office, and will manage operations pertaining to Grant Administration in the Local Office; Provide client administration and paypoint management services; Implement client improvement services and manage service level agreements with service providers. Additionally, he/she will implement service delivery and client relations improvement services; Acquire data, analyse and manage information and manage resources (financial, human and equipment) within the Local Office.

NB: Ingwavuma Local Office: Preference will be given to Person with Disability / African Male followed by African Female and Coloured Male respectively as at the time of appointment.

Important notes: All these positions are advertised with minimum requirements. Appointment will be subject to a 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 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. SASSA 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. Faxed or e-mailed applications will not be accepted. Should candidates wish to apply, application forms should be completed and sent to the SASSA office on or before the **Closing date 24 January 2020.**

Persons interested in applying for the above positions, should send their applications (signed CV, recently certified copies of qualifications, ID copies which are not older than 6 months - no copies of certified copies), including an official **Fully completed and signed Z83** quoting the relevant reference number to the relevant address:

Enquiries: Mr JS Phoseka (033) 846 3456.

KZN Regional Office Address: Attention: Human Capital Management, Private Bag X9146, Pietermaritzburg, 3200.

Hand delivery: 1 Bank Street, Pietermaritzburg, 3200. Attention to Mr JS Phoseka.

If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application has been unsuccessful.

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