

*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.

INTERNAL ADVERT

Practitioner Supply Chain Management (x 1 post)

Salary: R 316 791 – R 373 167 p.a. exclusive of benefits

Location: Sarah Baartman District Office (Ref: SAS 13/2020)

Candidates should hold a Relevant Degree / National Diploma coupled with 2-3 years' experience in the relevant field; computer literacy and driver's license are essential.

The incumbent will assist with the implementation of demand plan for financial year; Maintain the supplier database; Provide secretariat services for supply chain related committees; Assist with the management of assets in the District in terms of supply chain management policies and procedures and manage subordinates in the section.

Preference will be given to African Male/Person with disability followed by Coloured Male followed by White Male respectively as at the time of appointment

Senior Grant Administrators (x1 Post)

Salary: R 257 508 – R 303 339 p.a. exclusive of benefits

Location: Mt Fletcher Local Office (Ref.: SAS 14/2020)

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

The incumbent will check the completeness of grants applications and supporting documents; Verify applications and means test; approve or reject applications; Process other grant documents / perform other grant value chain functions; oversee the quality of administration of social grant value chain; Manage staff performance and resources

Preference will be given to African Male/ Person with disability, Coloured Male and followed by African Female respectively as at the time of appointment

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 post 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. Faxed or e-mailed applications will not be accepted. Should candidates wish to apply for more than 1 post, separate application forms should be completed and sent to the relevant SASSA office on or before the **Closing date: 13 March 2020**

Applicants interested in applying for these posts should send their applications (CV, recently certified copies of qualifications, driver's license, ID including a fully completed and signed Z83 form) quoting the relevant reference number to the relevant address:

Attention: Manager: HCM, SASSA, Private Bag X9001, East London 5201. Hand delivery: SASSA Office Park, BKB Building, corner Fitzpatrick and Merino Road, Quigney, East London. Enquiries: Ms Z. Nqowana 043 707 6522

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

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

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