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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

Local Office Manager

Salary: R882 042.00 – R1 038 999.00 p.a. inclusive of benefits

Location: Mahlabathini Local Office (Ref No: G19/2022)

Candidates should hold a B Degree and/or a 3 year tertiary qualification in the relevant field with a minimum of 480 credits (NQF Level 7) / 360 credits (NQF Level 6) as recognized by SAQA coupled with 1-2 years management experience in the relevant field; Knowledge of SASSA's Constitutional mandate, relevant policies and legislation in Public Management; Knowledge of Social Security services and poverty alleviation matters; Computer literacy and a valid driver's license are essential.

The incumbent will be responsible for the management of the divisions at the Local Office; Provide Support Services - Human Capital Management, Financial Accounting and Supply Chain Management services, including Fleet Management, Facilities Management, ICT enquiries and Records Management;

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Management of the Grant Administration (Operations Management, Customer Care Management, Pay Point Management, Disability Management and Beneficiary Maintenance); Compilation of the operational plan; Manage resources, stakeholder engagements and outreach programmes; Data acquisition, analysis and management of information/reporting to the District.

Preference will be given to African Female followed by People with Disability and Coloured Female.

The applications for the above position must be sent to BLKZNapplications@sassa.gov.za

Branch Coordinator

Salary: R382 245.00 – R450 255.00 p.a. exclusive of benefits

Location: Regional Office (Ref No: SAS1/2022)

Candidates should hold a B Degree and/or a 3 year tertiary qualification in the relevant field with a minimum of 480 credits (NQF Level 7) / 360 credits (NQF Level 6) coupled with 3 - 4 years relevant experience in general support and excellent administrative skills; Knowledge of government policies and willingness to travel and work



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irregular hours, computer literacy and a valid driver's license are essential.

The incumbent will be responsible for the overall support of management of the Office of the REM; Coordinate and manage the diary of the REM; Manage required logistics for the Office of the REM; Implement, manage and coordinate systems to manage the flow of correspondences between the REM and the CEO's Office, the department and other external clients; Coordinate the management of a comprehensive filing system; Coordinate, receipt and dispatch of submissions and all other relevant documentation; Coordinate budget and expenditure reports of the Regional Office; Coordinate term and annual performance assessment of personnel within the Office of the REM; Coordinate and compile all travel arrangements for REM; Provide procurement service to the REM and his office; Assist in implementing strategies to ensure the improvement of the department's service delivery, resources utilizations and client satisfaction; Perform any official duties as directed by the REM.

Preference will be given to African Male followed by People with Disability and White Male.

The applications for the above position must be sent to PHNKZNAapplications@sassa.gov.za

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Practitioner: Human Capital Management

Salary: R321 543.00 – R378 765.00 p.a. exclusive of benefits

Location: Durban District Office (Ref No: SAS2/2022)

Candidates should hold a B Degree and/or a 3 year tertiary qualification in the relevant field with a minimum of 480 credits (NQF Level 7) / 360 credits (NQF Level 6) in Human Resource Managements or relevant studies coupled with 1-2 years' experience in Human Capital Management; Knowledge of Oracle system, computer literacy and a valid driver's licence are essential.

The incumbent will be responsible for assisting with personnel provisioning and Maintenance issues in order to ensure effective and efficient services in respect of: Coordinate the following processes and ensure that correct documentation are being forwarded to the Regional Office: (Staff appointments; Staff allowances; Compensation for occupational injuries, diseases and death; Staff resettlement; Staff movements/Transfers; Long Service Awards; Staff terminations), Assist with the coordination of generic training interventions in the District; Assist with the coordination of study aid processes for employees in the District; Assist with the facilitation and coordination of the implementation of Wellness Policies in the workplace; Assist with the facilitation and coordination of Performance Management processes in the District; Assist with the coordination of Labour Relations issues; Management function: Supervision of staff; Leave; Staff development and training; Disciplinary matters; Performance appraisal in terms of the PMDS,

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Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3).

Preference will be given to African Male followed by People with Disability and White Male.

The applications for the above position must be sent to ApplicationsKZN@sassa.gov.za

Practitioner: Financial Accounting

Salary: R321 543.00 – R378 765.00 p.a. exclusive of benefits

Location: Regional Office (Ref No: SAS3/2022)

Candidates should hold a B Degree and/or a 3 year tertiary qualification in the relevant field with a minimum of 480 credits (NQF Level 7) / 360 credits (NQF Level 6) with Financial Accounting as major subject coupled with 1-2 years' experience in the various disciplines related to financial management; Knowledge, experience, interpretation and application of accrual accounting and GRAP standards will be an added advantage; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations on public entity and other relevant regulations; ERP knowledge on Oracle or SAP or

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AccPacc or accrual accounting compliant systems and a valid driver's license are essential.

The incumbent will implement the operation plan of the financial accounting unit. Clear suspense accounts; Verify and authorise valid journals and other transactions on the system; Assist in analysing trial balance; Implement financial accounting policies and practices with applicable GRAP standards, SA-GAAP and IFRS, PFMA, Treasury Regulations, Constitution and other various regulations.

Preference will be given to African Male followed by People with Disability and White Male.

The applications for the above position must be sent to STAK2NApplication@sassa.gov.za

Practitioner: Communication

Salary: R321 543.00 – R378 765.00 p.a. exclusive of benefits

Location: Regional Office (Ref No: SAS4/2022)

Candidates should hold a B Degree and/or a 3 year tertiary qualification with a minimum of 480 credits (NQF Level 7) / 360 credits (NQF Level 6) in Communication/Public Management/Marketing

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coupled with 1-2 years' experience in the communication environment; Computer literacy and a valid driver's licence are essential.

The incumbent will assist to coordinate and market SASSA's campaigns, events and exhibitions; disseminate information (external and internal clients); collate information for publication; draft articles for newsletters and capture photos at internal and external events for SASSA; Assist with the design and artwork for beneficiary education material; Assist with translation and editing of communication material; Produce appropriate marketing and communication material and information including flyers, newsletters, brochures, advertisements and other relevant material; Promote the Agency's brand through the appropriate channels and conduct brand education and monitoring; Assist with conducting communication audits for the unit and stock taking of all beneficiary education and promotional material; Assist with dissemination of material to all Local Offices in the Region.

Preference will be given to African Male followed by People with Disability and White Male.

The applications for the above position must be sent to NOKZNApplcations@sassa.gov.za

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Clerk: Personnel Provisioning & Maintenance x2 Posts
Salary: R176 310.00 – R207 681.00 p.a. exclusive of benefits
Location: Regional Office (Ref No: SAS5/2022)

Candidate should hold a Senior Certificate coupled with 0-1 years' experience in Human Capital Management environment; Computer literacy is essential / prerequisite; Knowledge of Public Service legislations and Human Capital Management processes; a valid driver's licence will serve as an added advantage.

The incumbent will handle personnel administrative matters, which include capturing of information on the oracle system such as Recruitment, Selection and Appointment, Staff allowances, Staff resettlement, Transfer of staff between components, units regions etc. Secondments, Long Service Awards, Termination of services and Leave administration; Assist with the compilation of statistical reports on human capital matters; Advise / Assist district offices and Local Offices with human capital operational issues; Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

Preference will be given to African Male followed by Indian Male and Indian Female.

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The applications for the above positions must be sent to NNMKZNApplication@sassa.gov.za

Clerk: Human Capital Management

Salary: R176 310.00 – R207 681.00 p.a. exclusive of benefits

Location: Midlands District Office (Ref No: SAS6/2022)

Candidate should hold a Senior Certificate coupled with 0-1 years' experience in Human Capital Management environment; Computer literacy is essential / prerequisite; Knowledge of Public Service legislations and Human Capital Management processes; a valid driver's licence will serve as an added advantage.

The incumbent will render general clerical support services; Assist with clerical support in terms of Human Capital Operational issues which include Staff appointments, Staff allowances, Compensation for occupational injuries, diseases and death, Staff resettlement, Staff movements/ transfers, Long Service Awards, Staff terminations Leave Management and Recruitment; Clerical support in terms of Training & Development programmes (Implementation of training initiatives as identified, Administering of study aid, Implementation of the SASSA induction, Internship and EPWP Programmes); Clerical support in terms of Employee Wellness Programmes, HIV & AIDS in the workplace and Employment Equity; Assist with clerical support in terms of Performance Management and Development in the District;

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Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, Part 3)

Preference will be given to African Male followed by Indian Male and Indian Female.

The applications for the above position must be sent to STAK2NApplication@sassa.gov.za

Important notes: 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 this post 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. Should candidates wish to apply for more than 1 post, separate application forms should be completed and send to the SASSA office on or before the closing date: **04 February 2022.**

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Applicants interested in applying for these posts should send their applications (**CV and fully completed and signed Z83**) 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 applications to a correct inbox/email indicated on the 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.

Enquiries: Mr JS Phoseka (033) 846 3456.

Correspondence will only be conducted with the short-listed candidates, 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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