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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

Clerk: Provisioning & Maintenance (Human Capital Management)

Salary: R173 703– R 204 612 p.a. exclusive of benefits

Location: Pietermaritzburg, Regional Office (Ref No: SAS01/2021).

Candidate should hold a Senior Certificate; 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 ensure the implementation, monitoring and evaluation of human resource provisioning and maintain policies and services within the Region/District Office; Coordinate and present training on Human resource as well as provide guidance and advice; Further duties: Facilitate human resource planning, recruitment and selection, administer the processing of transaction on Oracle, analyse data collected and reporting.

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

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

Practitioner: Labour Relations (Human Capital Management)

Salary: R316 791 – R373 167 p.a. exclusive of benefits

Location: Pietermaritzburg, Regional Office (Ref No: SAS02/2021).

Candidates should have a B Degree or 3 year tertiary qualification in Human Resources Management or Public Administration coupled plus 1-2 years' experience in Labour Relations environment; Understanding of CCMA rules and processes will be an advantage; Computer literacy and a valid driver's licence are essential.

The incumbent will conduct investigations on misconduct allegations and grievances and draft comprehensive reports; Represent the employer at disciplinary hearings and at CCMA; Assist in conducting research and preparation for CCMA hearings; Conduct training on labour relations policies and workshop collective agreements to all employees; Render advisory services to the employer and employees; Collate, analyse data and formulate management information reports on misconduct cases, grievances, appeals, and disputes; Handle logistical arrangements for Organised Labour Forum meetings and draft minutes; Supervise staff.

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

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

Toll free: 0800 60 10 11

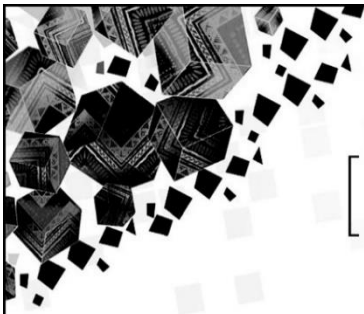
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social development
Department
Social Development
REPUBLIC OF SOUTH AFRICA





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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 **18 February 2021**.

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 application 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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