

[*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.

The following positions are available in KZN Region:

Grant Administrator (x3 Posts)

Salary : R181 599.00 – R213 912.00 p.a. exclusive of benefits
**Location: Raisethorpe Local Office (Ref No: G62/2022),
Gamalakhe Local Office (Ref No: G63/2022) & Inanda Local
Office (Ref No: G64/2022).**

Minimum Requirements: Candidates should have a Senior Certificate (NQF Level 4), Computer Literacy is essential.

Added advantage: A Valid driver's licence and / or administrative / clerical experience will be an added advantage.



[*paying the right social grant, to the right person,
at the right time and place. NJALO!*]



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

Duties: The incumbent will assist in the administration of Social Grants at Local Office Level; Effectively screen all grant applications; Capture applications on the system; Provide customer care; Process other grant documentation/perform other grants administration functions; Conduct quality control on grants applications and ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

The applications for the above positions must be sent for the attention of Mr JS Phoseka, Private Bag X9146, Pietermaritzburg, 3201 or Hand Deliver at No.1 Bank Street, Pietermaritzburg, 3201

The Agency is an equal opportunity employer. Therefore, Preference will be given to candidates whose appointment will assist the Agency in achieving its Employment Equity targets in terms of the Agency's Employment Equity Plan. Persons with Disabilities are strongly encouraged to apply.

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,

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

SASSA News @OfficialSASSA



social development
Department
Social Development
REPUBLIC OF SOUTH AFRICA



*[paying the right social grant, to the right person,
at the right time and place. NJALO!*



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

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 through an email on or before the closing date: **19 December 2022.**

Applicants interested in applying for these posts should send their applications (CV and fully completed and signed new 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

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

SASSA News @OfficialSASSA



social development
Department
Social Development
REPUBLIC OF SOUTH AFRICA



[*paying the right social grant, to the right person,
at the right time and place. NJALO!*]




sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

medium which will be discussed with each shortlisted applicant. Kindly note that copies of qualifications, certificates, 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.

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

 SASSA News  @OfficialSASSA



social development
Department
Social Development
REPUBLIC OF SOUTH AFRICA

