

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



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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: Human Capital Development & Transformation**

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

**Location: KZN Regional Office: Pietermaritzburg (Ref No: SAS10/2022).**

Candidates should have a Senior Certificate with 0-1 working experience. Computer literacy is essential and a valid driver's licence will be an added advantage.

The incumbent will render general clerical support services; Assist with clerical support in terms of Training & Development programmes; Assist with clerical support in terms of Employee Wellness Programmes, HIV & AIDS in the workplace and

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social development  
Department  
of Social Development  
REPUBLIC OF SOUTH AFRICA



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Employment Equity and Assist with clerical support in terms of Performance Management and Development in the Region.

### **Grants Administrator (x3 Posts)**

**Salary : R176 310.00 – R207 681.00 p.a. exclusive of benefits**  
**Location: Phungashe Local Office (Ref No: G54/2022), Nqutu Local Office (Ref No: G55/2022) and Umzumbe Local Office (Ref No: G56/2022).**

**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.

**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



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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 J S 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. Person with Disabilities are strongly encouraged to apply.**

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**Important notes:** To view the detailed advert which contains the requirements of these positions, compliance and application process please visit us at [www.sassa.gov.za](http://www.sassa.gov.za) or toll free: 0800 60 10 11.

**CLOSING DATE: 28 OCTOBER 2022.**

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**Enquiries: Mr JS Phoseka (033) 846 3456.**

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