



[*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

Clerks/Data Capturers: Risk Management and Compliance X7 (12 months contract)

Salary : R173 703.00 exclusive of benefits plus 37%

Location : Regional Office - KZN (Ref No SAS 06/2020)

Candidates should hold a Senior Certificate, Computer literacy in the form of MS Office suite (MS word and Excel); 0-3 years working experience; prior employment within a Clerical environment especially supporting fraud investigations; possessions of code 8 drivers licence will be an added advantage. Three year tertiary qualification will be an added advantage. Numerical knowledge, Communication (verbal & written skills); willing to travel and spending nights away from home.

The incumbent will be making copies of evidence obtained from investigations conducted by the fraud management unit; arranging and collating information onto the arch lever files as prescribed by the fraud manager or supervisor; Capturing of data, in the form of ID numbers, SASSA card numbers, birth certificates and any other documentation deemed of evidential value by the fraud manager or supervisor. Transporting evidence required one office to another as prescribed by the fraud manager or supervisor; General administrative support i.e. typing, capturing, filing and shredding documents as prescribed by the fraud Manager or supervisor. Ensure high quality of work presented to supervisor.

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

System Administrator: Risk Management and Compliance (12 months contract)

Salary : R257 508.00 exclusive of benefits plus 37%

Location : Regional Office - KZN (Ref No SAS 07/2020)

Candidates should hold a Senior Certificate/ Certificate in Social Security/Advance Certificate in Social Security and System Administrator Training evidence (on job training or external qualification), 5 years working experience as a System Administrator and 5 years' experience presenting SOCPEN analysis findings before courts and disciplinary hearings; drivers licence is an essential. Knowledge of SOCPEN database and travelling extensively in KZN.

The incumbent will analyse SOCPEN system data to illuminate areas more prone to fraud; ensure the provision of internal and external system generated data for the purpose of investigations into social grant fraud; issue statements and present findings as an expert witness in the disciplinary and criminal hearings. Detect functional risks within the SOCPEN environment and advise on improvement strategy.

Toll free: 0800 60 10 11

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

Important notes: All 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 these posts 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. 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 SASSA office on or before the closing date **03 July 2020**.

Persons interested in applying for the above positions, should send their applications (CV, recently certified copies of qualifications, ID copies which are not older than 6 months - no copies of certified copies), including a **Fully completed and signed Z83** quoting the relevant reference number to the relevant address:

KZN Regional Office Address: Attention: Human Capital Management, Private Bag X9146, Pietermaritzburg, 3200. **Hand delivery:** 1 Bank Street, Pietermaritzburg 3200. Attention to Mr JS Phoseka **OR** send their applications (CV and covering letter only, quoting the relevant reference number and position name as per the advert) to applicationsKZN@sassa.gov.za. Kindly note that copies of qualifications, certificate, ID and driver's license etc should be submitted upon request.

Enquiries: Mr JS Phoseka (033) 846 3456.

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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