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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**

**Debtors Clerk X 5 posts (Contract for 24 months' period)**

**Salary : R176 310.00 plus 37% in lieu of benefits**

**Location: KZN Regional Office- Durban (Ref No: SAS 8/2022)**

**Requirements:** Candidates should hold Senior Certificate with Accounting and Mathematics as subjects; a B-degree or National Diploma in Accounting will be an added advantage; 0-1 year working experience; Knowledge, experience, interpretation and application of accrual accounting and GRAP standards, Public Finance Management Act (PFMA), Treasury Regulations on public entities and other relevant regulations, ERP knowledge on Oracle or SAP or AccPacc or accrual accounting compliant systems are essential.

The incumbent will implement the operation plan of the Debtors and Revenue Unit; Take on the debts and implement receipts cycle; Handle debtor's queries. Perform debts registry activities and filling of documents; Implement debtors and revenue policies and practices

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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 Indian Male and Indian Female.**

The applications for the above positions must be sent to [NOKZApplications@sassa.gov.za](mailto:NOKZApplications@sassa.gov.za)

### Grants Administrator Posts

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

**Location: Midlands District X 3 posts**

**Osizweni Local Office (Ref No: G23/2022), Estcourt Local Office (Ref No: G24/2022) and Newcastle Local Office (Ref No: G25/2022).**

The applications for the above positions must be sent to [STAK2Napplication@sassa.gov.za](mailto:STAK2Napplication@sassa.gov.za)

**Location: Pietermaritzburg District X 2 posts**

**Gamalakhe Local Office (Ref No: G26/2022) and Umzumbe Local Office (Ref No: G28/2022).**



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The applications for the above positions must be sent to [PHNKZNApplications@sassa.gov.za](mailto:PHNKZNApplications@sassa.gov.za)

**Location: Ulundi District X2 posts  
Babanango Local Office (Ref No: G29/2022) and Vryheid Local  
Office (Ref No: G30/2022).**

The applications for the above positions must be sent to [BLKZNApplications@sassa.gov.za](mailto:BLKZNApplications@sassa.gov.za)


**Location: Durban District X1 post  
Mandeni Local Office (Ref No: G31/2022).**

The applications for the above position must be sent to [ApplicationsKZN@sassa.gov.za](mailto:ApplicationsKZN@sassa.gov.za)

**Requirements:** Candidates should have a Senior Certificate; Knowledge in the Grants Administration / Social Security environment; Computer literacy is essential and a valid driver's licence will be an added advantage.

The incumbent will effectively render Social Security services; Screening and completing customer checklists; Receive applications

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in terms of the relevant Act; Attend to social grant related queries to prevent litigation; Prepare statistical performance templates; Review all identified grants in terms of the Act and Regulations; Prepare and process grants on SOCPEN; Assist in completion of projects and prepare recommendations for management.

**Osizweni, Ecstourt, Newcastle, Gamalakhe, Umzambe, Babanango and Vryheid Local Offices: Preference will be given to African Male followed by Indian Male and Indian Female.**

**Mandeni Local Office: Preference will be given to People with Disability/African Male followed by Indian Male and Indian Female.**

**Clerk: Customer Care**

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

**Location: Pietermaritzburg District Office (Ref No: G32/2022)**

**Requirements:** Candidate should hold a Senior Certificate with 0-1 year working experience; computer literacy is essential and a valid driver's licence will be an added advantage.

The incumbent will assist with clerical support services in the unit customer care in the Region; render general clerical support services; Provide supply chain clerical support services within the component;

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Assist with the drafting of correspondence and co-ordination of communication to various stakeholders relating to queries and information required; Provide financial administration support services in the component; Assist with the coordination of projects pertaining to customer services within the region; Provide personnel administration clerical support services within the Unit and 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 [NNMKZNAApplication@sassa.gov.za](mailto:NNMKZNAApplication@sassa.gov.za)

**Document Management Administrator**

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

**Location: Regional Office: Pietermaritzburg (Ref No: G33/2022)**

**Requirements:** Candidates should hold a Senior Certificate coupled with administrative experience; Basic understanding of the filling system, SASSA's Constitutional mandate and relevant legislation; Computer literacy is essential and a valid licence will be an added advantage.

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The incumbent will be receiving beneficiary files, capturing applications; Quality assurance of documents; Archiving, transfers, destruction and filing of beneficiary documentation; exceptions management; extractions of documents; helpdesk support.

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

The applications for the above position must be sent to [NNMKZNAApplication@sassa.gov.za](mailto:NNMKZNAApplication@sassa.gov.za)

### **Senior Grants Administrator**

**Salary : R261 372 – R307 890 p.a. exclusive of benefits**

**Location : KwaMashu Local Office (Ref No. G34/2022)**

**Requirements:** Candidates should hold a Senior Certificate plus 5-7 years' experience in Social Security **or** National Diploma/Degree/NQF equivalent qualification as recognized by SAQA with 2-3 years' experience in Social Security (Grants Value Chain); Computer literacy and a valid driver's license are essential.

The incumbent will check the completeness of grant applications and supporting documents; Verify applications and means test; Approve



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or reject applications; Process other grant documents; Perform other grants value chain functions; Oversee the quality of the administration of social grants and advise on policies and processes within the grants value chain; Manage staff performance and resources.

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

**The applications for the above position must be sent to [ApplicationsKZN@sassa.gov.za](mailto:ApplicationsKZN@sassa.gov.za)**

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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 these positions 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



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application forms should be completed and send to the SASSA office on or before the closing date: **4 March 2022.**

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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 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.

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

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**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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