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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**

**Practitioner: Security Services**

**Salary: R261 372.00 – R307 890.00 p.a. exclusive of benefits**

**Location: KZN Regional Office: Pietermaritzburg (Ref No: SAS9/2022).**

Candidates should hold a B Degree or 3 year tertiary qualification in Security Management coupled with 1- 2 years' experience in general administration; Computer literacy and a valid driver's licence are essential.

The incumbent will assist in management and monitoring of implementation of security policies and other security legislation at Regional Office and all Districts and Local Offices; S/He will also be responsible for administration of electronic security systems, access and key control procedures; Consolidate and compile reports for other Government department and District Offices; Coordinate meetings with all relevant stakeholders; Assist in investigation of security breaches in consultation with Law Enforcement Agencies;

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Administration of security vetting process of current and newly appointed staff; Monitoring compliance with SLA by security service providers i.e. physical inspection of security officers on duty; keep minutes during meetings and file records; Provide administrative support to the Security Manager.

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

### **Grants Administrator (x2 Posts)**

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

**Location: Richmond Local Office (Ref No: G43/2022) and Msinga Local Office (Ref No: G44/2022)**

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 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



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process grants on SOCPEN; Assist in completion of projects and prepare recommendations for management.

**The applications for the above positions must be sent for the attention of Mr J S Phoseka, Private bag 9146, 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:** 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

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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: **23 September 2022.**

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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 applications to a **correct inbox/email or postal address indicated on the position**. Applications sent to the **incorrect inbox/email or postal address 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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