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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.

Manager: Administrative Support Services

Salary: R 733 257 - R 863 748 p.a. inclusive of benefits

Location: Midlands District Office (Ref No: SAS 18/2021)

Requirements: Candidates should hold a B degree/National Diploma coupled with 1-2 years managerial experience, Knowledge of SASSA's Constitutional mandate, relevant policies and legislation in Public Management, Knowledge of social security management and poverty alleviation matters, computer literacy and a valid driver's licence are essential.

Duties: The incumbent will provide administrative support services in the district, Manage the rendering of budget, financial accounting and supply chain management services, manage general support

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services in the District Office, provide advice on administrative support services, and provide leadership and management to the unit.

Preference will be given to African Female, followed by Coloured Female and White Female respectively as at the time of appointment.

The applications for the above position must be sent to STAK2Napplication@sassa.gov.za

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Administrative Officer **re-advertisement**

Salary: R257 508 – R 303 339 p.a. exclusive of benefits

Location: Harding Local Office (Ref No: SAS 19/2021)

Requirements: Candidates should hold a Relevant Degree / National Diploma / NQF equivalent coupled with 1-2 years' experience in the relevant field. Computer literacy is essential and a Valid Driver's license will be an added advantage.

Duties: The incumbent will effectively render Transport services: Monitor and ensure the maintenance of log books of pool vehicles; Ensure the implementation and maintenance of appropriate registers; Monitor the implementation and maintenance of a database for assets. Human Resource Administration: Ensure that local office staff comply with HR policies and procedures; Ensure that all HR forms and documents are correct and complete; Ensure that HR request / documents / forms are forwarded to District office timeously; Ensure the maintenance of appropriate registers. General Admin Support

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services: Ensure the implementation and maintenance of a filing system that is aligned to the master file plan of SASSA; Represent the Local Office in various meetings, forums, committees; Assist with the arrangement of meetings and special events or awareness campaigns. Manage the procurement process: Obtaining of quotations if not available; Write motivation and attached Comparative Schedule; Obtain approval from delegated authority; Ordering of items; Receipts, check and book items in accordance to the delivery note; Arrange for payment of invoice. Manage subordinates: Supervision / appraisal / disciplinary; Leave; Training and development; Planning and organization; Guidance and Mentoring.

Preference will be given to People with Disability.

The applications for the above position must be sent to NOKZApplications@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 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 to the SASSA office on or before the closing date: **03 December 2021.**

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

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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.

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.

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