

*paying the right social grant, to the right person,  
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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**

**Team Leader: Grants Administration X23 Posts**

**Salary: R316 791– R 373 167 p.a. exclusive of benefits**

**Location: Weenen Local Office (Ref No: G23/2021), Mseleni Local Office (Ref No: G24/2021), Mondlo Local Office (Ref No: G25/2021), Utrecht Local Office (Ref No: G26/2021), Osizweni Local Office (Ref No: G27/2021), Greytown Local Office (Ref No: G28/2021), Dannhauser Local Office (Ref No: G29/2021), Glencoe Local Office (Ref No: G30/2021), Ekuvukeni Local Office (Ref No: G31/2021), Emnambithi Local Office (Ref No: G32/2021), Impendle Local Office (Ref No: G33/2021), Ixopo Local Office (Ref No: G34/2021), Kokstad Local Office (Ref No: G35/2021), Pietermaritzburg Local Office (Ref No: G36/2021), Underberg Local Office (Ref No: G37/2021), Vulamehlo Local Office (Ref No: G38/2021), Vulindlela Local Office (Ref No: G39/2021), Babanango Local Office (Ref No: G40/2021), Inkanyezi Local Office (Ref No: G41/2021, Nsimbini Local Office (Ref No: G42/2021), Nkandla Local Office (Ref No: G43/2021), Ongoye Local Office (Ref No: G44/2021), Gamalakhe Local Office (Ref No: G45/2021)**

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**Requirements:** Candidates should hold a B Degree and/or 3 year tertiary qualification in the relevant field with a minimum of 480 credits (NQF Level 7) / 360 credits (NQF Level 6) as recognized by SAQA coupled with 3 years' supervisory experience in the Grants Administration (entire grants value chain); Knowledge of SOCPEN and MIS, SASSA's constitutional mandate and relevant policies and legislative in public management as well as of social security management and poverty alleviation matters; Computer literacy and a valid driver's licence are essential.

The incumbent will be responsible for managing social security operations pertaining to grants and clients administration at Local Offices; Further areas of involvement include managing the processing verification, approval/rejection of grants applications, and co-ordinating services at the service points; Managing the implementation of policies, procedure, beneficiary data and records as well as ensuring the compilation and analysis of all required report; Ensuring the management of staff related function and other administrative duties.

**Weenen, Mseleni, Mondlo, Utrecht, Osizweni, Greytown, Dannhauser, Ekuvukeni, Emnambithi, Impendle, Ixopo, Kokstad, Underberg, Vulamehlo, Vulindlela, Babanango, Inkanyezi, Nsimbini, Nkandla, Ongoye and Gamalakhe Local Offices:**

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**Preference will be given to African Male followed by People with Disability and White Male respectively as at the time of appointment.**

**Pietermaritzburg Local Office: Preference will be given to People with Disability as at the time of appointment.**

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

**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 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 through an email on or before the closing date: **17 August 2021.**

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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 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.**

**Correspondence will only be conducted with the short- listed candidates, If you have not been contacted within 3 months after**



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**the closing date of the advertisement, please accept that your application has been unsuccessful.**

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