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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

Local Office Manager X3 Posts

Salary: R869 007.00 – R1 023 645.00 p.a. inclusive of benefits

**Location: Ndwedwe Local Office (Ref No: G46/2021),
Emnambithi Local Office (Ref No: G47/2021) **re-advertisement**
and Greytown Local Office (Ref No: G48/2021) **re-advertisement****

Candidates should hold a B Degree and/or a 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 1-2 years management experience in the relevant field; Knowledge of SASSA's Constitutional mandate, relevant policies and legislation in Public Management; Knowledge of Social Security services and poverty alleviation matters; Computer literacy and a valid driver's license are essential.

The incumbent will be responsible for the management of the divisions at the Local Office; Provide Support Services - Human

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Capital Management, Financial Accounting and Supply Chain Management services, including Fleet Management, Facilities Management, ICT enquiries and Records Management; Management of the Grant Administration (Operations Management, Customer Care Management, Pay Point Management, Disability Management and Beneficiary Maintenance); Compilation of the operational plan; Manage resources, stakeholder engagements and outreach programmes; Data acquisition, analysis and management of information/reporting to the District.

Ndwedwe Local Office: Preference will be given to People with Disability/ African Female followed by Coloured Female and Coloured Male respectively as at the time of appointment.

Emnambithi and Greytown Local Offices: Preference will be given to African Female followed by People with Disability and Coloured Female respectively as at the time of appointment.

The applications for the above positions must be sent to STAK2NApplication@sassa.gov.za

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Manager: Labour Relations re-advertisement

Salary: R733 257.00 – R863 748.00 p.a. inclusive of benefits

Location: Regional Office (Ref No: SAS 13/2021)

Candidates should hold a B degree and/or a 3 year tertiary qualification in Labour/Employee or Industrial Relations as a major subjects with a minimum of 480 credits (NQF Level 7) / 360 credits (NQF Level 6) as recognized by SAQA coupled with 1-2 years' management experience in the Labour Relations field; Knowledge of the Labour Relations Act, BCEA, EE Act, Public Service Regulations and Collective Agreements; Knowledge of conflict and dispute resolution; Computer literacy and a valid driver's license are essential.

The incumbent will be responsible for the overall management of the Sub-Unit: Labour Relations, including business, budget and resource plan development / implementation for the Sub-Unit; Implement Labour Relations policies for a peaceful work environment; Facilitate and manage collective bargaining processes; Render a labour relations advisory service to management and employees; Handle all matters pertaining to misconduct, grievances and dispute resolution in the region; Plan operations and organize work of the unit; Develop / implement strategies to ensure optimization of the Unit's service delivery, resource utilization and client satisfaction index.

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

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

Assistant Manager: Supply Chain re-advertisement

Salary: R376 596 – R 443 601 p.a. exclusive of benefits

Location: Regional Office (Ref No: SAS 14/2021)

Candidates should hold a B Degree and/or a National Diploma in the relevant field with a minimum of 480 credits (NQF Level 7) / 360 credits (NQF Level 6) as recognized by SAQA coupled with 3-5 years' experience in the relevant field; Knowledge of SASSA's constitutional mandate, relevant policies and legislative in public management as well as social security management and poverty alleviation matters; Computer literacy and a valid driver's license are essential.

The incumbent will implement demand plan for financial year; Manage supplier database; Provide internal control services; Provide asset management services; Assist in the Management of resources;

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Ensure adherence to Section 57 of the Public Finance Management Act.

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

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

**Practitioner: Human Capital Management X 3 Posts re-
advertisement**

Salary: R316 791.00 – R 373 167.00 p.a. exclusive of benefits

Location: Ulundi District Office (Ref No: SAS 15/2021), Midlands District Office (Ref No: SAS 16/2021) and Pietermaritzburg District Office (Ref No: SAS 17/2021).

Candidates should hold a B Degree and/or a 3 year tertiary qualification in Human Resource Management or relevant studies with a minimum of 480 credits (NQF Level 7) / 360 credits (NQF Level 6) as recognized by SAQA coupled with 1-2 years' experience in Human Capital Management; Knowledge of Oracle system, computer literacy and a valid driver's licence are essential.



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The incumbent will ensure the implementation and improvement of Human Resource provisioning and maintenance policies and strategies with the Region; Facilitate HR Planning and recruitment; Manage the performance and development of staff; Perform transactional processing on oracle; Ensure the administration and management of Condition of Service; Retrieve and analyse Oracle report; Coordinate and present training on Human Capital Management policies and systems.

Ulundi, Midlands and Pietermaritzburg Districts Offices: Preference will be given to African Male followed by People with Disability and White Male respectively as at the time of appointment.

The applications for the above positions must be sent to BLKZNapplications@sassa.gov.za

NB: Those who had previously applied for the above positions are welcome to re- apply.

Grant Administrator X10 Posts

Salary: R173 703.00 – R204 612.00 p.a. exclusive of benefits

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Location: Umlazi Local Office (Ref No: G49/2021), Durban Local Office (Ref No: G50/2021), Hlabisa Local Office (Ref No: G51/2021), Richmond Local Office (Ref No: G52/2021), UMzimkhulu Local Office (Ref No: G53/2021), x2 Pietermaritzburg Local Office (Ref No: G54/2021), Bergville Local Office (Ref No: G55/2021), Ongoye Local Office (Ref No: G56/2021) and Mahlabathini Local Office Ref No: G57/2021) .

Candidates should have a Senior Certificate; Knowledge of the Public Service Legislation and applicable Regulations in Grants Administration/Social Security environment; Computer literacy, is essential, SOCPEN and MIS knowledge and training as well as 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 process grants on SOCPEN; Assist in completion of projects and prepare recommendations for management.

**Umlazi, Durban and x2 Pietermaritzburg Local Offices:
Preference will be given to People with Disability.**



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Hlabisa, Richmond, Umzimkhulu, Bergville, Ongoye and Mahlabathini Local Offices: Preference will be given to African Male followed by Indian Male and White Male respectively as at the time of appointment.

The applications for the above positions must be sent to NNMKZNAApplication@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 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 through an email on or before the closing date: 22 October 2021.

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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.

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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