

*paying the right social grant, to the right person,
at the right time and place. NJALO!*



sassa
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.

Mpumalanga External Advert

1x Local Office Manager: Nkomazi Local Office:

Salary level 12: R869 007– R1, 023,645 p.a. exclusive of benefits

Location: Nkomazi Local Office: Ehlanzeni District, (Ref No: SAS/MPU/20/05)

Minimum Requirements: The candidates should hold relevant Degree / National Diploma coupled with 1-2 years management experience in the relevant field; Computer literacy at an intermediate / advance level and valid driver's license as a requirement.

Key Responsibility Areas: The incumbents will manage the rendering of Social Security at Local Office area; ensure the provision of effective and efficient social security within a local office area; overall management of grant administration process at Service Points and Pay Points; Provide advice on Social assistant legislation; policies and procedures; ensure corporate support and financial services are provided within Local Office; Local Office management and district participation; manage subordinates.

Technical and behavioural Competencies: Knowledge of SASSA's Constitutional mandate; relevant policies and legislations in Public Service; Knowledge of Social Security services and poverty alleviation matters; have functional / professional knowledge; knowledge in planning; organising; innovation / creativity; ability to analyse policies and knowledge of policy development; have project management skills; knowledge in financial management and understanding of strategic thinking and related planning;

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

Important notes: All these positions are advertised with the minimum requirements. Appointments will be subjected to 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 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 subjected to compulsory security vetting on appointment. Faxed or e-mailed applications will not be accepted. Should candidates wish to apply for more than 1 post, separate application forms should be completed and sent to the relevant SASSA office on or before the **Closing date: 23 March 2020.**

Applicants interested in applying for this post should send their applications (CV, recently certified copies of qualifications, driver's license, ID which are not older than 6 months – no copies of certified copies, a fully completed and signed Z83 form even if a CV is attached, incomplete and/or unsigned Z83 form will not be considered). Quote the relevant reference number to the relevant address:

Attention: Manager: HCM, Postal Address: Private Bag X11230, Nelspruit, 1200. Hand delivery: SASSA House, 18 Ferreira Street, Nelspruit, 1200. Enquiries: Ms A Ndlovu on 013 754 9334 or Mr Mahlalela TA at 013 754 9423.

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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social development
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