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SOUTH AFRICAN SOCIAL SECURITY AGENCY

EXTERNAL ADVERT

Manager: Disability Management

Salary: R 733 257 - R 863 748 p.a. inclusive of benefits
Location: Limpopo Regional Office: (REF: SAS LP 01/08/21)
Requirement: Candidates should hold B. Degree/Diploma (NQF Level 6 or 7) with the minimum credits 360 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 management and poverty alleviation matters. Computer and a valid driver's license are essential.
Duties: Facilitate compliance of Service Level Agreements with medical service providers responsible for conducting medical assessments in the Region in respect of disability grant applications. Facilitate the implementation of national norms and standards on disability grants application policies and processes. Assist with the development, implementation and monitoring and evaluation of disability management strategies and systems to be implemented. Facilitate and advise on appeals arising out of rejected grant applications. Provide advice on social assistant legislation, policies and procedures in relation to disability matters. Assist with the management of the Unit: Disability Management. Manage subordinates in the section. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3)
Limpopo Regional Office: preference for the above position will be given to African Male, Followed by African Female and People with Disability respectively as at the time of appointment

Manager: Customer Care

Salary: R 733 257 - R 863 748 p.a. inclusive of benefits
Location: Limpopo Regional Office: (REF: SAS LP 02/08/21)
Requirement: Candidates should hold B. Degree/Diploma (NQF Level 6 or 7) with the minimum credits 360 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 management and poverty alleviation matters. Computer and a valid driver's license are essential.
Duties: Manage the Integrated Community Registration Outreach Programme (ICROP), Engage in special promotional events organized and planned by different spheres of government, Manage and coordinate the customer relations strategy in the Region, Manage customer enquiries and complaints, Manage the Internal Reconsideration Mechanism. Provide advice on social assistant legislation, policies and procedures, Assist with the Management of the Unit, Manage subordinates in the section. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3)
Limpopo Regional Office: preference for the above position will be given to African Male, Followed by African Female and People with Disability respectively as at the time of appointment.

Manager: Supply Chain Management

Salary: R 733 257 - R 863 748 p.a. inclusive of benefits
Location: Limpopo Regional Office: (Ref No: SAS LP 03/08/21)
Requirement: Candidates should hold an undergraduate qualification (National Diploma/B Degree) with a minimum of 360 credits (NQF6) with Financial Accounting and Purchasing as major subjects coupled with coupled with 1-2 years management experience in Supply Chain Management; In depth knowledge of legislation, policies and procedures pertaining to Public Finance Management Act (PFMA), Treasury Regulations, ERP knowledge on Oracle or Accrual Accounting compliant systems and extensive interpretation and application of accrual accounting and GRAP standards. Computer literacy and a valid driver's license are essential. **Duties:** Ensure effective management of demand plans of end users, Provide asset and inventory management services, Provide support to the Regional Bid Adjudication Committee (RBAC), Render travel and accommodation services, Develop and monitor database of suppliers, Monitor services rendered by suppliers. Address audit queries, manage the resources of the Unit. **Limpopo Regional Office:** preference for the above position will be given to People with disability, Followed by African Male and African Female Respectively as at the time of appointment.

Senior Legal Administration Officer (OSD)

Salary: R 473 820 - R1 140 828 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
Location: Limpopo Regional Office: (REF: SAS LP 04/08/21)
Requirement: B Proc, B Law or LLB Degree. Must be admitted as a Legal Practitioner with right of appearance both in the High and Lower court. Must have a minimum of 5 years post admission experience legal services or legal practice Knowledge of Social Assistance Legislation, Constitutional law and Administrative law, extensive experience in the drafting of contracts/Service Level Agreements and Memorandums of understanding, Good research, analytical, drafting, presentation and listening skill, Output driven with ability to adhere to deadline and ability to work under pressure. Problem solving skills and ability to improve on the quality of the work produced. Excellent written and verbal communication in English. Valid driver's license and computer literacy will service as an advantage **Duties:** The incumbent will be responsible: provide Legal Services, Advice And Interpretation of regulatory business matters, Manage litigation, prepare defences on behalf of the Agency and initiate proceedings in on behalf of the Agency, Draft/Vet contracts, Service Level Agreement and memorandums of understanding, compile instructions of the State Attorney and manage progress until finalisation, maintain the contingent liability register and litigation database of the Agency, represent the Agency in Statutory Tribunals, represent the Agency in Statutory Tribunals, Give input into the development of the budget and operational plan, compile reports and provide input to strategic decisions that affect the functional area of responsibility. **Limpopo Regional Office:** preference for the above position will be given to African Female, Followed by African Male, and People with Disability respectively as at the time of appointment.

Assistant Manager: Customer Care

Salary: R 376, 596 - 443,601 inclusive of benefits
Location: Limpopo Regional Office: (REF: SAS LP 05/08/21)
Requirement: Candidates should hold a relevant B Degree / National Diploma coupled with 3 - 5 years' experience in the relevant field; knowledge of SASSA's Constitutional mandate, relevant policies and legislation in Public Management; Knowledge of social security management and poverty alleviation matters. Computer and a valid driver's license are essential. **Duties:** Assist with the management and organizing of ICROP in the Region/ District, Manage and consolidate ICROP plans for the Region, Assist with the coordination plenary sessions with stakeholders from other spheres government

and community leaders on outreach programs. Consultation with stakeholders Coordinate/ Monitor events/ activities during ICROP programs. Liaise with public on SASSA related matters. Report on the results of the program. Manage subordinates in the section, Manage and provide a customer call centre function to SASSA clients Manage day to day operations of the call centre, provide advice on social assistant legislation, policies and procedures on grants administration. **Limpopo Regional Office:** preference for the above position will be given to African female/ Followed by African Male, and People with Disability respectively as at the time of appointment.

Practitioner: Customer Care Management

Salary: R 316 791 - R 373 167 p.a. Exclusive of benefits
Location: Limpopo Regional Office: (REF: SAS LP 06/08/21)
Requirement: Candidates should hold a relevant B Degree / National Diploma qualification with a minimum of 360 credits (NQF 6) as recognized by SAQA in the relevant field coupled with 3-5 years' experience in the relevant field. Computer and a valid driver's license are essential. **Duties:** Render administrative support relating to Customer Care. Assist in the monitoring and evaluating adherence to national norms and standards in processes and procedures regarding the administration of customer care initiatives within the region. Ensure adherence to service standards for enquires related to customer services management. Assist with the drafting of correspondence and co-ordination of communication to various stakeholders relating to queries and information required. Information Management as it relates to the customer services within the unit. This include statistical and status reports reflecting customer management within the region. Assist in the management of projects pertaining to customer services within the region. Supervision of staff. **Limpopo Regional Office:** preference for the above position will be given to African Male, followed by African Female and people with Disability respectively as at the time of appointment.

Practitioner: Facilities and Auxiliary Support Services

Salary: R 316 791 - R 373 167 p.a. Exclusive of benefits
Location: Limpopo Regional Office: (REF: SAS LP 07/08/21)
Requirement: candidate should hold a B. Degree or 3 year tertiary qualification or equivalent qualification in Building or related field coupled with 2-3 years' experience in Facility Management and Auxiliary Services; Computer literacy and valid driver's license are essential. **Duties:** Assist in conducting physical infrastructure needs assessments; Assist with the management of matters pertaining to transport within the Region, assist in the managing of administrative support services such as ,Registry, Rendering of services through 3rd parties (Clearing, catering), travel arrangements. Supervise: Performance and development of staff. Assist with service delivery improvement projects within the unit. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, and Part 3). **Limpopo Regional Office:** preference for the above position will be given to African Female, followed by African Male and people with Disability respectively as at the time of appointment.

Practitioner: Management Accounting

Salary: R316 791 - R373 167. p.a. exclusive of benefits
Location: Limpopo Regional Office: (Ref No: SAS LP 08/08/21)
Requirement: Candidates should have a (National Diploma / Degree in Accounting/Internal Audit Cost and Management Accounting) with a minimum of 360 credits (NQF level 6) coupled with 2-3 years management experience in the relevant field. Knowledge, experience, interpretation and application of accrual accounting and GRAP standards will be an added advantage. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations on the public entity and other relevant regulations. ERP knowledge on Oracle/SAP/ AccPacc or accrual accounting compliant system and a Valid Driver's license are essential. **Duties:** Assist with the implementation of the operational plan of the management accounting unit. Assist with the implementation of management accounting policies and practices with applicable GRAP standards, SA-GAAP and IFRS, PFMA, Treasury Regulations, Constitutions and other various regulations. Analyse budget needs of the region. Upload and posting of all approved budgets on the system. Authorise budget shift requests. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, and Part 3). **Limpopo Regional Office:** preference for the above position will be given to African Female, Followed by African Male and People with Disability respectively as at the time of appointment.

Practitioner: Supply Chain Management

Salary: R316 791 - R 373 167 p.a. exclusive of benefits
Location: Limpopo Regional Office: (Ref No: SAS LP 09/08/21)
Requirement: Candidates should hold an undergraduate qualification (National Diploma/Degree in Accounting, Purchasing, Supply Chain Management, Finance, Internal Auditing and Cost Management) with a minimum of 360 credits (NQF6) with at least Accounting/ Economics as major subjects coupled with 2 - 3 years' experience in the various disciplines related to financial Management; knowledge, experience, interpretation and application of accrual accounting and GRAP Standards will be added advantage; knowledge of Public Finance Management Act, Treasury, Regulations; ERP knowledge on Oracle or SAP or AccPac or accrual accounting compliant systems and a valid driver's license are prerequisite. **Duties:** Assist with the identification and planning of goods and services required; (demand management) Administer the acquisition of goods and services required by the Region, Provide secretariat services for supply chain related committees, Assist with the management of assets in the Region in terms of supply chain management policies and procedures. Advise / assist / support District Offices, Local Offices in terms of supply chain management policies and procedures. Manage subordinates in the section. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA) chapter 6, Part 3. **Limpopo Regional Office:** preference for the above position will be given to African Male, Followed by African female and People with Disability respectively as at the time of appointment.

Clerk: Supply Chain Management (X2 Post)

Salary: R173 703 - R 204 612. p.a. Exclusive of benefits
Location: Sekhukhune District Office: (REF: SAS LP 10/08/21).
Vhembe District Office: (REF: SAS LP 11/08/21)
Requirement: Candidates should have a Senior Certificate (Matric); 1-2 years' experience in the relevant field. Computer Literacy and Valid Driver's license are essential. National Diploma/ B Tech/Bachelor's Degree: Accounting/Purchasing/Supply Chain Management/Finance Coupled with 1-2 years relevant working experience will be added advantage.

Duties: The incumbent will be responsible for record, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Distribute documents to various stakeholders as required. Type letters and/ or other correspondence when required. Keep and maintain the incoming and outgoing document register of the unit. Assist to maintain the supplier database. Assist with the management of assets in the District in term of supply chain management policies and procedures. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA), Chapter 6, and Part 3.

Sekhukhune District Office: preference for the above position will be given to African Male, followed by African Female, at the time of appointment.

Vhembe District Office: preference for the above position will be given to African Male, Followed by African Female at the time of appointment.

Important notes: All these positions are advertised with the minimum requirements. Appointments will be subjected to compulsory preemployment Screening in the form of qualification, reference, ITC, criminal checks and compulsory competency assessment. 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. E-mailed applications will be accepted.

Closing date: 30 September 2021

Applicants interested in applying for these posts should send their applications (CV, Signed new Z83, Highest recently Certified Qualification, Drivers License and ID only quoting the relevant reference number and position name as per the advert) to the specific email address provided below. Kindly note that copies of other qualification not listed above, and driver's license etc, should be submitted upon request. **All attachments for email application must including Z83 be in PDF and in one (1) file, indicate the correct job title and the reference number of the post on the subject line of your email.** Or Applicants can send their applications through post or hand delivery to the relevant address where the position is advertise by submitting the following: (CV, Original recently certified copies of qualifications, driver's license, ID including a fully completed and signed new Z83 form) quoting the relevant reference number. **If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application has been unsuccessful.**

Visit us at www.sassa.gov.za or toll free: 0800 60 10 11.

LIST OF ADDRESS

| Regional Office | Attention: Assistant Manager: Staff Provisioning and Maintenance Mr Ntshifethe AM Private Bag X9677, POLOKWANE, 0700 or Hand delivery: SASSA HOUSE, 43 Landros Mare Street, POLOKWANE, 0700 or Email: ApplicationsLP@sassa.gov.za | Enquiry: Ms Manyama ML Tel: 015 291 7411/7481 |
|---------------------|---|---|
| Capricorn District | Attention: Manager Admin Support Mr Sebatoang MJ P.O Box 3751, POLOKWANE, 0700 or Hand delivery: SASSA HOUSE, 22 Schoeman Street, POLOKWANE, 0700 or Email: applicationsCapricorn@sassa.gov.za | Enquiry: Ms Mashego ME Tel: 015 284 6169/6030 |
| Mopani District | Attention: Manager Admin Support Mr Senyolo TT Private Bag X4041, TZANEEN, 0850 or Hand Delivery: SASSA HOUSE Corner Third and Hospital Street (Next to Van Velden Hospital), Tzaneen, 0850 or Email: applicationsMopani@sassa.gov.za | Enquiry: Ms Mthapo PP Tel: 015 306 9100/9499 |
| Vhembe District | Attention: Manager Admin Support Mr Nkuna YA Private Bag X5023, THOHYANDOU, 0950 or Hand Delivery: SASSA HOUSE, Thohoyandou P East Location, Corner Muvhuyu & SASSA Street (Next to P East Soccer Ground) or Email: applicationsVhembe@sassa.gov.za | Enquiry: Ms Sikhwari T Tel: 015 960 3271/3256 |
| Sekhukhune District | Attention: Manager Admin Support Mr Maleka J Private Bag X435, JANE FURSE, 1085 or Hand Delivery: SASSA HOUSE - New Jane Furse Hospital Road, Jane Furse, 1085 or Email: applicationsSekhukhune@sassa.gov.za | Enquiry: Mr Modima MC Tel: 013 265 6054/6055/6069 |
| Waterberg District | Attention: Manager Admin Officer Ms Boya LP Private Bag X9677, POLOKWANE, 0700 or Hand delivery: SASSA HOUSE No-54, Thabo Mbeki Drive, Modimolle, 0510 or Email: ApplicationsWaterberg@sassa.gov.za | Enquiry: Ms Nyalungu MM Tel: 014 718 3525 |

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social development
Department of Social Development
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