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sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

LIMPOPO EXTERNAL ADVERT

Manager: Management Accounting

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

Location: Limpopo Regional Office – Polokwane (Ref No: SAS LP04/09/2020)

Minimum Requirements: Candidates should hold National Diploma, B-Tech, B.Com/ B.Compt with Management and Cost Accounting as major subjects coupled with 1-2 years management experience in the various disciplines related to financial management; A post graduate qualification in accounting and completed articles will be an added advantage; Extensive knowledge, experience, interpretation and application of accrual accounting and GRAP standards, SA-GAAP, IFRS; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations on public entity and other relevant regulations; ERP knowledge on Oracle or SAP or AccPacc or accrual accounting compliant systems and a valid driver's license are essential.

The incumbent will manage the unit to ensure that strategic plan, operational plan, budget and resources are optimally implemented and managed; Ensure implementation of budget guidelines; Consolidate and submit regional budget bids to Head Office, Monitor expenditure against annual cash flow; Prepare in year monitoring with explanation of variances; Review the budget and ensure it is aligned; Ensure shifting of funds; Monitor database of obligatory payments; Prepare audit pack for internal and external audit purposes; Ensure compliance with management accounting policies and practices with applicable GRAP standards, SA-GAAP and IFRS, PFMA, Treasury Regulations; Constitution and other various regulations; Respond on all management accounting internal and external audit queries; Prepare and submit monthly reports; Submit inputs for preparation of Annual Financial Statements. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA), Chapter 6, Part 3)

Preference for the above position will be given to African Male/People with Disability, followed by African Female as at the time of appointment

Manager: Risk and Compliance

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

Location: Limpopo Regional office - Polokwane Ref No: SAS LP05/09/20

Minimum Requirements: Candidates should hold a B degree/ related 3 year tertiary qualification, 1-2 management experience in Fraud Prevention & Risk Management, knowledge of Anti- corruption Act/ Strategies, NPA Act Special Investigation Tribunal Act, Public Service Act, SASSA Act, Social Grants processes, Resources Management, research, a valid driver's licence & computer literacy are essential.

The incumbent will be responsible for Management of identified/reported fraud cases investigated, Management of awareness programmes conducted, Management and updating Operational Risk Register, Manage the resources within the Unit, Ensure adherence to Section 57 of the Public Finance Management Act (PFMA), Chapter 6, Part 3)

Preference for the above position will be given to African Male/ People with disability, followed by African Female as at the time of appointment.

Assistant Manager: Financial Accounting

Salary: R376 596.00 – R443 601.00 p.a. Exclusive benefits

Location: Limpopo Regional Office – Polokwane (Ref No: SAS LP06/09/2020)

Minimum Requirements: Candidates should hold National Diploma, B-Tech, B.Com/ B.Compt with Financial, Accounting as a major subject coupled with 3-5 years supervisory experience in the various disciplines related to financial management; Extensive knowledge, experience, interpretation and application of accrual accounting and GRAP standards; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations on public entity and other relevant regulations; ERP knowledge on Oracle or AccPacc or accrual accounting compliant systems and a valid driver's license are essential.

The incumbent will ensure that operational plan; budget and resources are optimally implemented and managed; Monitor clearing of suspense accounts. Analysis trial balance and reconcile and correct balance sheet accounts; Close all financial accounting modules monthly and assist in preparing audit pack for internal and external audit purposes; Ensure compliance with financial accounting policies and practices with applicable GRAP standards, SA-GAAP and IFRS, PFMA, Treasury Regulations, Constitution and other various regulations; Respond on all financial accounting internal and external audit queries; Prepare and submit monthly reports; Submit inputs for preparation of Annual Financial Statements. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA), Chapter 6, Part 3)

Preference for the above position will be given to African Female/People with Disability, followed by African Male as at the time of appointment

Assistant Manager: Supply Chain Management

Salary: R376 596.00 – R443 601.00 p.a. Exclusive benefits

Location: Limpopo Regional Office - Polokwane (Ref No: SAS LP07/09/20)

Minimum Requirements: Candidates should hold National Diploma, B-Tech/ Bachelor Degree: Accounting /Purchasing/ Supply Chain Management/ Finance/ Internal Auditing and Cost Management and major subjects must at least include Accounting/ Economics coupled with 3-5 years' experience in the Finance /Accounting /Supply Chain Management field. Computer literacy and a valid driver's licence are essential

Duties: The incumbent will be responsible for Implementing demand plan for financial year, Manage supplier database, Provide internal control services, Provide asset management services, Assist in the management of the resources in the unit, Ensure adherence to Section 57 of the Public Finance Management Act (PFMA), Chapter 6, Part 3).

Preference for the above position will be given to African Male/People with disability, followed by African Female as at the time of appointment

Administrative Officer (08 Posts)

Salary: R257 508.00 – R303 339.00 exclusive of benefits

Location: **CAPRICORN DISTRICT:** Polokwane Local Office (Ref No SAS 08/09/2020), Blouberg Local Office (Ref No SAS 09/09/2020), **MOPANI DISTRICT:** Greater Giyani Local Office (Ref No SAS 10/09/2020), Greater Tzaneen Local Office (Ref No SAS 11/09/2020), **SEKHUKHUNE DISTRICT:** Makhuduthamaga Local Office (Ref No SAS 12/09/2020), Greater Tubatse Local Office (Ref No SAS 13/09/2020), **VHEMBE DISTRICT:** Thulamela Local Office (Ref No 14/09/2020), Makhado Local Office (Ref No SAS 15/09/2020)

Minimum Requirements: Candidates should hold a B degree/National Diploma with 1-2 years' experience or Senior Certificate (Matric) with 3-5 years relevant experience in the administration support. Knowledge of SASSA constitutional mandate, relevant policies and legislative requirements. Computer literacy and a valid driver's licence is essential.

Duties: The incumbent will be responsible for the co-ordination of the overall functions/ duties attached to the divisions: Human Capital Management, Finance, Facilities Management and Auxiliary Support which includes Transport Management, Records Management Services, ICT Help Desk, Co-ordinate resources attached to the above units and all other general support functions within the local office. Supervise staff and manage resources. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA), Chapter 6, Part 3).

Capricorn District: Polokwane Local Office preference for the above position will be given to African Male/People with disability, followed by African Female as the time of appointment. Blouberg Local Office preference for the above position will be given to African Female/People with disability, followed by African Male as the time of appointment. **Mopani District:** Greater Giyani Local Office preference for the above position will be given to African Female/People with disability, followed by African Male as the time of appointment. Greater Tzaneen Local Office preference for the above position will be given to African Male/People with disability, followed by African Female as the time of appointment. **Sekhukhune District:** Makhuduthamaga Local Office preference for the above position will be given to African Male/People with disability, followed by African Female as the time of appointment. Greater Tubatse Local Office preference for the above position will be given to African Female/People with disability, followed by African Male as the time of appointment. **Vhembe District:** Thulamela Local Office preference for the above position will be given to African Female/People with disability, followed by African Male as the time of appointment. Makhado Local Office preference for the above position will be given to African Female/People with disability, followed by African Male as the time of appointment.

Administration Clerk (3 Posts)

Salary: R173 703.00 – R204 612.00 exclusive of benefits

Location: **CAPRICORN DISTRICT:** Lepelle Nkupi Local Office (Ref No SAS 16/09/2020) **SEKHUKHUNE DISTRICT:** Moutse Local Office (Ref No SAS 17/09/2020), **MOPANI DISTRICT:** Greater Letaba Local Office (Ref No SAS 18/09/2020).

Minimum Requirements: Candidates should have a Senior Certificate (Matric) ; 0-1 years' experience, Planning and Organising Skills, Analytic Thinking, Innovation and Policy Advice. Computer Literacy and Valid Driver's licence are essential.

Duties: The incumbent will effectively render clerical administration duties as: Transport Services, Human Resource Administration, Records Managements Services, ICT Help Desk, General Admin Support Services and Provisioning Services (Procurement & Issuing of Stores). Ensure adherence to Section 57 of the Public Finance Management Act (PFMA), Chapter 6, Part 3)

Capricorn District: Lepelle Nkupi Local Office preference for the above position will be given to African Female/People with disability, followed by African Male as the time of appointment. **Mopani District:** Greater Letaba Local Office preference for the above position will be given to African Female/People with disability, followed by African Male as the time of appointment. **Sekhukhune District:** Moutse Local Office preference for the above position will be given to African Female/People with disability, followed by African Male as 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: 25 September 2020.

Applicants interested in applying for these posts should send their applications (CV and covering letter 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 qualification, certificate, ID and driver's license etc. should be submitted upon request.

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 Z83 form) quoting the relevant reference number:

Toll free: 0800 60 10 11
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social development
Department of
Social Development
REPUBLIC OF SOUTH AFRICA



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SOUTH AFRICAN SOCIAL SECURITY AGENCY

Regional Office	Attention: Manager Provisioning and Maintenance Mrs Sebaloang EM Private Bag X9677, POLOKWANE, 0700 or Hand delivery: SASSA HOUSE, 22 Schoeman Street, POLOKWANE, 0700 or Email: Applications.P@sassa.gov.za	Enquiry: Mr Netshifhefe AM Tel: 015 291 7425
Capricorn District	Attention: Manager Admin Support Mr Sebaloang 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 Meshego ME Tel: 015 284 6169
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 Nyalungu MM Tel: 015 306 9447/ 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
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

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.

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