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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.

LIMPOPO REGION ADVERT

Assistant Manager: Grants Administration (Level 10)

Salary: R 491,403.00 – R 578,841.00 p.a. exclusive of benefits

Location: Vhembe District Office – Thulamela Local Office (Ref No. SAS LP04/11/22)

Minimum Requirements: Candidates should have a Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in the relevant field as recognized by SAQA coupled with 3 -5 years' in the relevant field. Computer literacy and a valid driver's license is essential.

Duties: The incumbent will Manage the operations within local office(s) pertaining to the grant application processes and ensure compliance to relevant policies and prescripts. Manage the provision of an effective customer service to beneficiaries / Clients. Monitor pay point capacity and service delivery by payment service providers. Coordinate and manage service points. Ensure improvement of service delivery at Local Offices(s). Manage subordinates.

Departmental Coordinator: Finance (Level 8)

Salary: R 331, 188.00 – R 390, 129.00 p.a. exclusive of benefits

Location: Limpopo Regional Office - Polokwane (Ref No. SAS LP05/11/22)

Minimum Requirements: Candidates should have a Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in the relevant field as recognized by SAQA coupled with 2 -3 years' in the relevant field. Computer literacy and a valid driver's license is essential.

Duties: The incumbent will provide secretarial support services, provide administrative support services, assist with the development, formatting and finalization of documentation, Manage the document flow and filing system, Assist with matters pertaining to internal budgeting, financial management and Human resource administration. Assist with internal management processes and assist with matters pertaining procurement and provisioning.

Clerk: Supply Chain Management (Level 5)

Salary: R181, 599.00– R213, 912.00 p.a. exclusive of benefits

Location: Capricorn District Office (Ref No.: SAS LP06/11/22))

Minimum Requirements: Candidates should have a Senior Certificate (NQF Level 4), 0-1 year experience, Computer literacy and a valid driver's license are essential.

Duties: The incumbent will 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 terms of



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supply chain management policies and procedures. Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

Clerk: Admin Support (Level 5)

Salary: R181, 599.00 – R213, 912.00p.a. exclusive of benefits

Location: Mopani District- Maruleng Local Office (Ref No.: SAS LP07/11/22)

Minimum Requirements: Candidates should have a Senior Certificate (NQF Level 4), 0-1 year experience, Planning and organising skills, and Analytic thinking, Innovation and policy advice. Computer literacy and a driver's licence are essential.

Duties: The incumbent will perform clerical support in the following areas: Transport services. Human Resource Administration. Provisioning Services. General Administrative Support Services. Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

2 X Clerk: General Support (Level 5)

Salary: R181,599.00– R213, 912.00p.a. exclusive of benefits

Location: Sekhukhune District (Ref No.: SAS LP08/11/22) **Mopani District Office** (Ref No.: SAS LP09/11/22)

Minimum Requirements: Candidates should have a Senior Certificate (NQF Level 4), 0-1 year experience, Computer literacy and a drivers licence are essential.

Duties: The incumbent will perform Clerical support in the following areas: Transport services, Fleet management. Facilities maintenance, Food Aid Services. Traveling services. Catering services. Cleaning Services. General office services. Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

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 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.

The Agency is an equal opportunity employer. Therefore, Preference will be given to candidates whose appointment will assist the Agency in achieving its Employment Equity targets in terms of the Agency's Employment Equity Plan. Person with Disabilities are strongly encouraged to apply.

Closing date: 09 December 2022

Toll free: 0800 60 10 11
www.sassa.gov.za

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Department
Social Development
REPUBLIC OF SOUTH AFRICA



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Regional Office	Attention: Assistant Manager: Provisioning and Maintenance Mr Netshifhefe AM, Postal: Private Bag X9677, Polokwane, 0700 or Hand delivery: SASSA HOUSE, 43 Landros Mare Street, Polokwane, 0700 or Email: ApplicationsLP@sassa.gov.za	Enquiries: Ms Manyama ML Tel: 015 291 7411/ 7481
Vhembe District	Attention: Manager Admin Support Mr Nkuna YA Private Bag X5023, THOHOYANDOU, 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
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 Mothapo PP Tel: 015 306 9100/ 9499
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
Capricorn District	Attention: Manager Admin Support Mr Sebatloang 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

Applicants interested in applying for these posts should send their applications (CV and fully completed New Z83 form) quoting the relevant reference number and position name as per the advert. The subject heading of the email should indicate the reference number and name of the position you are applying for. Applicants must ensure that they send their application to a correct inbox/email indicated on each 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. Failure to comply with the above requirements may result in your application being disqualified.

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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