

*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.

LIMPOPO REGION ADVERT

Assistant Manager: Labour Relations (Level 9)

Salary: R 382 245.00 — R 450 255.00 p.a.
exclusive of benefits

Location: Limpopo Regional Office — Polokwane
(Ref No. SAS LP04/10/22)

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 provide advice and support in respect of labour relations matters within the Region. Assist with the process of Collective Bargaining on a Regional level. Assist with the facilitation of labour relations cases in respect of dispute resolution, grievances and disciplinary cases within the Region. Provide advice on labour relations matters. Assist with the facilitation of labour relations training within the Region Manage subordinates.

Clerk: Executive Support (Level 05)

Salary: R 176 310.00 — R 207 681.00 p.a.
exclusive of benefits

Location: Limpopo Regional Office — Polokwane
(Ref SAS LP05/09/22)

Minimum Requirements: Candidates should have a Senior Certificate/ Matric (NQF 4, 0-1 years working experience. Computer literacy is essential.

Added Advantage: A valid driver 'license and administrative/ clerical experience will be an added advantage

Duties: The incumbent will render general clerical support service, provide supply chain support services within the sub- unit, provide personnel administration clerical support services within the sub-unit, and provide financial administration support services in the sub-unit.

Grants Administrator (Level 5)

Salary: R 176 310.00 — R 207 681.00 p.a.
exclusive of benefits

Location: Vhembe District — Musina Local Office
(Ref No.: SAS LP06/09/22)

Minimum Requirements: Candidates should have a Senior Certificate (NQF Level 4), Computer literacy is essential.

Added Advantage: A Valid driver's license and / or administrative / clerical experience will be an added advantage.

Duties: The incumbent will assist in the administration Of Social Grants at Local Office Level; Effectively screen all grant applications; Capture applications on the system; Provide customer care; Process other grant documentation/ perform other grants administration functions; Conduct quality control on grant applications and Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, 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: SASSA staff are subjected to compulsory security vetting on appointment. E-mailed applications will be accepted.

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

Closing date: 10 November 2022

Regional Office	Attention: Assistant Manager: Provisioning and Maintenance Mr Netshifhefhe AM, Postal: Private Bag) 0677, Polokwane, 0700 or Hand Delivery: SASSA HOUSE, 43 Landros Mare Street, Polokwane, 0700 or Email: ApplicationLP@sassa.gov.za	Enquiries: Ms Manyama ML Tel: 015 291 7411/ 7481
Vhembe District	Attention: Manager Admin Support M- Nkuna YA Private Bag THOHYANDOU, 0950 or Hand Delivery: SASSA HOUSE, Thohoyandou P East Location, Corner & SASSA Street (Next to P East Soccer Ground) or Email: applicationsVhembe@sassa.gov.za	Enquiry: Ms Sikhwari T Tel: 015 960 3271/3256

Applicants interested in applying for these posts should send their applications (CV and 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 send 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 results your application been 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 application has been unsuccessful.

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social development
Department
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