

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



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

EXTERNAL ADVERT

Manager: Provisioning and Maintenance (1 posts)

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

Location: Limpopo Regional Office: (Ref No: SAS LP01/02/21)

Requirements: Candidates should have a B degree or a 3 year tertiary qualification in the relevant field coupled with 1-2 years management experience in Provisioning and Maintenance or condition of service. The candidate must have abroad understanding of the Public Service Management Framework as well as the SASSA Act, Computer Literacy and possession of a valid driver's license are essential.

Duties: The incumbent will be responsible for the Manage and ensure the effective rendering of recruitment services. Manage and ensure the effective rendering of services pertaining to the approval of financial disclosures, remunerative work, acting allowances, transfers, secondments and awarding of higher notches. Manage and ensure the effective rendering of service benefits and service conditions: Staff appointments, Staff allowances, Compensation for occupational injuries, diseases and death, Salary administration, Staff resettlement, Staff movements/ transfers, Long Service Awards, State Guarantees, Leave, Staff terminations, ensure the implementation of recruitment- and human capital maintenance policies. Provide advice on recruitment, selection, service benefits and conditions. Provide management information on the rendering of service benefits and service conditions.

Limpopo Regional Office: Preference for the above position will be given to African Male, followed by African Female as at the time of appointment

Grant Administrator (1 posts)

Salary: R173 703.00 – R204 612.00 p.a. Exclusive of benefits

Location: Waterberg District– Mogalakwena (Mokopane) Local Office (REF: SAS LP05/02/21)

Candidates should have a Senior Certificate coupled with 0-2 years working experience; Knowledge in the Grants Administration / Social Security environment; Computer literacy is essential and a valid driver's licence will be an added advantage.

The incumbent will effectively render Social Security services; Screening and completing customer checklists; Receive applications in terms of the relevant Act; Attend to social grant related queries to prevent litigation; Prepare statistical performance templates; Review all identified grants in terms of the Act and Regulations; Prepare and process grants on SOCPEN; Assist in completion of projects and prepare recommendations for management.

Waterberg District: Mogalakwena Local Office: Preference for the above position will be given to African Male, followed by African Female as at the time of appointment.

Clerk: Supply Chain Management (X1 Post)

Salary: R173 703.00 – R204 612.00 p.a. Exclusive of benefits

Location: Waterberg District: Modimolle Local Office (REF: SAS LP07/01/20)

Requirement: National Diploma/ B Tech/Bachelor's Degree: Accounting/Purchasing/Supply Chain Management/Finance. Coupled with 1-2 years relevant working experience: Finance/Accounting/Supply Chain Management, Computer literacy and a valid licence as an added advantage.

Duties: The incumbent will be responsible for Implementation of the operational plan of the Unit; Implement procurement policies and practices with applicable GRAP standards, SA-GAAP and IFRS, PFMA, Treasury Regulations, Constitutions, Preferential Procurement Policy, Framework Act and other various regulations, Source and evaluate quotations, Complete SCM requisition forms; Register demand plans for the units; Rotate suppliers, Capture new suppliers on the supplier database; Capture all requisitions, purchase orders, blanket purchase agreements; Monthly reporting on status of procurement of goods/services;

Waterberg District: Modimolle: Preference will be given to African Male, followed by African Female or coloured Male as at the time of appointment

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

SASSA News @OfficialSASSA



social development
Department:
Social Development
REPUBLIC OF SOUTH AFRICA



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



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

Clerk: Human Capital Management (1 posts)

Salary: R173 703.00 – R204 612.00 p.a. Exclusive of benefits

Location: Waterberg District– Modimolle Local Office (REF: SAS LP06/02/21)

Candidates should have a Senior Certificate coupled with 1-2 years relevant working experience; Computer literacy is essential/prerequisite, Knowledge of Public Service legislations and Human Capital Management process, Computer literacy is essential and a valid driver's licence will be an added advantage.

The incumbent will assist with personnel provisioning and maintenance issues in order to ensure effective and efficient services, Assist with the coordination of generic training interventions in the District, Assist with the coordination of study aid process for employees in the District, Assist with the facilitation and coordination of the implementation Wellness Policies in the workplace, Assist with the facilitation and coordination of performance Management process in the District, Assist with the coordination of Labour Relation issues.

Waterberg District: Modimolle Local Office: Preference for the above position will be given to African Male, followed by African Female as at the time of appointment.

Clerk: General Support (1 posts)

Salary: R173 703.00 – R204 612.00 p.a. Exclusive of benefits

Location: Sekhukhune District Office (REF: SAS LP08/02/21)

Candidates should have a Senior Certificate/ NQF equivalent coupled with 1-2 years relevant working experience, Computer literacy and a valid driver's licence are essential.

The incumbent will be responsible for Clerical support in the following areas: Transport/ Fleet management services, Facilities management services, Food aid services, travelling services, catering services, cleaning services, and general office services.

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

THE FOLLOWING INTERNSHIP POSITIONS ARE AVAILABLE IN LIMPOPO REGION:

Grants Administration (5 posts)

Location: Capricorn District Ref SAS LP09/02/2021, Mopani District Ref SAS LP10/02/2021, Waterberg District Ref SAS LP11/02/2021, Vhembe District Ref SAS LP12/02/2021, and Sekhukhune District Ref SAS LP13/02/2021.

Qualification: Bachelor's Degree or National Diploma in Social Science/ Public Administration/Social Work/ Public Management.

Legal Services: (1 post) Ref SAS LP14/02/2021

Location: Regional Office

Qualification: LLB or BA Law

Risk and Compliance (5 posts) Ref SAS LP15/02/2021

Location: Regional Office

Qualification: Bachelor's Degree or National Diploma in Data Analytics/ Statistics/ Forensic Investigation/ Criminology and Risk Management/Internal Audit

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. 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: 05 March 2021**

Toll free: 0800 60 10 11

www.sassa.gov.za

SASSA News

@OfficialSASSA



social development
Department:
Social Development
REPUBLIC OF SOUTH AFRICA



TOGETHER WE CAN BUILD THE COUNTRY

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



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

Applicants interested in applying for these posts should send their applications (CV, Signed new Z83, Highest Certified Qualification, Drivers Licence 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 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 new Z83 form) quoting the relevant reference number:

Regional Office	Attention: Senior Manager: HCM Ms Mhinga NE Private Bag x 9677, 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
Waterberg District	Attention: Manager Admin Support: HCM Ms Boya LP Private Bag x 9677, Polokwane 0700. or Hand Delivery: SASSA HOUSE No-54, Thabo Mbeki Drive, Modimolle, 0510 Or Email: ApplicationsWaterberg@sassa.gov.za	Enquiry: Ms Mothapo PP Tel: 014 718 3525
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
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 Semono Tel: 015 284 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 Nyalungu MM Tel: 015 306 9447/ 9499
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

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

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

SASSA News @OfficialSASSA



social development
Department:
Social Development
REPUBLIC OF SOUTH AFRICA



TOGETHER WE CAN BEAT THE COVID-19