



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



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SOUTH AFRICAN SOCIAL SECURITY AGENCY

SASSA is a dynamic organization 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.

ADVERT

Clerk: Financial Accounting

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

Location: Limpopo Regional Office – Polokwane (REF: SAS LP06/01/20)

Candidates should hold a Senior Certificate with Accounting or Mathematics as subjects;

Knowledge, experience, interpretation and application of accrual accounting and GRAP standards, 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 be responsible for Rendering Financial Accounting transactions, Perform Salary Administration support services, Assist with the administration of accounts/ income receivable in terms of financial policies and administration, Handle queries related to Debtors and Creditors and salary administration, Filing, archiving and retrieving of financial and related documentation, Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, 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

Clerk: Supply Chain Management (X1 Post)

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

Location: Vhembe District Office (REF: SAS LP07/01/20)

Requirement: National Diploma/ B Tech/Bachelor's Degree: Accounting/Purchasing/Supply Chain Management/Finance.1-2 years' experience: Finance/Accounting/Supply Chain Management, Computer literacy and valid's 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;

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

Grant Administrator X2

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

Location: Vhembe District – Musina Local Office (REF: SAS LP08/01/20), Capricorn District – Molemole Local Office (REF: SAS LP09/01/20)

Candidates should have a Senior Certificate; 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.

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

Capricorn District – Molemole Local Office Preference for the above position will be given to African Male as at the time of appointment



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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. Faxed or e-mailed applications will not be accepted. 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: 14 February 2020.**

Applicants interested in applying for these posts should send their applications (CV, recently certified copies of qualifications, driver's license, ID including a fully completed and signed Z83 form) quoting the relevant reference number to the relevant address below:

Regional Office	Attention: Manager: HCM Ms Sebatloang ME, Private Bag x 9677, Polokwane 0700. Hand delivery: SASSA HOUSE, 43 Landros Mare Street, Polokwane, 0700.	Enquiries: Mr Netshifhefhe AM Tel: 015 291 7425
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	Enquiry: Ms Mashego ME Tel: 015 284 6169
Vhembe District	Attention: Manager Admin Support Mr Nkuna YA Hand Delivery: SASSA HOUSE, Thohoyandou P East, Corner Muvhuyu & SASSA Street (Next to P East Soccer Ground) or Private Bag X5023, Thohoyandou, 0950	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

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social development
Department
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REPUBLIC OF SOUTH AFRICA

