

[ *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.**

#### ADVERT

##### **Administrative Officer (01 Post)**

**Salary: R257 508.00 – R303 339.00 exclusive of benefits**

**Location: WATERBERG DISTRICT:** Mogalakwena (Mokopane Office (Ref No SAS 01/10/2020),

**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).

**Waterberg District:** Mogalakwena (Mokopane) Local Office preference for the above position will be given to African Male/People with disability as the time of appointment.

##### **Administration Clerk (1 Post)**

**Salary: R173 703.00 – R204 612.00 exclusive of benefits**

**Location: WATERBERG DISTRICT:** Modimolle Local Office (Ref No SAS 02/10/2020)

**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)

**Waterberg District:** Modimolle Local Office preference for the above position will be given to People with disability 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: 29 October 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 following email address: [ApplicationsWaterberg@sassa.gov.za](mailto:ApplicationsWaterberg@sassa.gov.za) . Kindly note that copies of qualification, certificate, ID and driver's license etc, should be submitted upon request.

or

Applicants can also 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:

<b>Waterberg District</b>	Attention: Manager: Admin Support Ms Boya L Private Bag X9677, POLOKWANE, 0700 or  <b>Hand Delivery:</b> SASSA HOUSE No-54, Thabo Mbeki Drive, Modimolle, 0510	<b>Enquiry: Ms Mothapo PP/ Mr Mashita NC</b> <b>Tel:</b> 014 718 3525/ 014 718 3658
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**If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application has been unsuccessful.**

Toll free: 0800 60 10 11  
[www.sassa.gov.za](http://www.sassa.gov.za)

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