

[*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.

EXTERNAL ADVERT

WESTERN CAPE REGION

LOCAL OFFICE MANAGER: GUGULETHU

Salary: R882 042 – R1 038 999 (SL 12) p/a inclusive of benefits.

Location: Gugulethu Local Office, **Reference Number:** MGR/GUGS/12/2021

Minimum Requirements:

A relevant degree and/or 3 year tertiary qualification/NQF6, plus 1-2 years' management experience in the Grants Administration field (entire value chain), Knowledge of SOCPEN, MIS, SASSA's constitutional mandate and relevant policies and legislation in Public Management, as well as Social Security Management and poverty alleviation matters. Computer literacy and a valid driver's license are essential.

Responsibilities

The incumbent will:- Manage, give effect to, monitor and report on the implementation of the Local Office operational plan; Manage social security operations pertaining to grants and clients administration at the Local Office and service offices which includes the processing, verification, approval/rejection of all types of grants applications and ensure compliance to the relevant acts, policies and prescripts; Responsible to ensure that control measures are applied and effectively executed; Responsible to ensure that proper beneficiary data and records are compiled and aligned with SASSA prescripts and policies; Responsible to ensure the optimal utilisation of resources ascribed; Manage and oversee all support services functions. Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, Part 3)

Preference will be given to Persons with Disability/Indian Females, African Females, Coloured Females at the time of appointment

Closing date: 17 December 2021@16:00

Applicants should send their applications (CV, **New Z83** and highest qualification only) quoting the relevant reference number and position name on the Z83, as per the advert. The subject heading of the email should indicate **ONLY the Reference Number** of the position you are applying for. Applicants must ensure that they send their applications to the correct inbox/email indicated in the advert. Applications should consist of a comprehensive CV (specifying qualifications - institution obtained from, experience, duties, indicating the respective dates (MM/YY) per position, Drivers licence, Identity Number, Race and Gender (including disability where applicable) 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 other qualifications, certificates, ID and driver's license etc, should **ONLY** be submitted upon request. (Shortlisted candidates with disabilities may be required to submit medical proof at the time of the interview)

Applicants interested in applying for these posts should send their applications via email to: **WC-Applications@sassa.gov.za**.

Only one attachment / application per e-mail (Z83, CV & Highest qualification to be scanned as one document)

No separate documents will be accepted

All the above documents to be scanned in black & white only, if possible

Strictly applications meeting the above criteria will be considered.

Enquiries: Ms Thabile Sigabi – 021 469 0301 / Ms Namhla Henda – 021469 0258

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

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SASSA News

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