

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



**sassa**  
SOUTH AFRICAN SOCIAL SECURITY AGENCY

## INTERNAL ADVERT

### Local Office Manager (01 Post)

Salary: R869, 007.00– R 1,023,645.00 p.a. inclusive of benefits

Location: Sekhukhune District: Makhuduthamaga Local Office (Ref No: SAS LP 01/11/21)

**Requirements:** Candidates should have a National Diploma / Degree with a minimum of 360 credits (NQF level 6) in the relevant field coupled with 1-2 years management experience in the relevant field; Knowledge of SASSA's Constitutional mandate, relevant policies and legislation in Public Management; Knowledge of Social Security services and poverty alleviation matters; Computer literacy and a valid driver's license are essential.

**Duties:** Ensure the provision of effective and efficient social security services within a local office area. Manage the grant administration program in the local office. Overall management of grant administration processes at Service Points and Pay Points Administration (Operations Management, Customer Care Management, Pay Point Management, Disability Management and Beneficiary Maintenance). Provide advice on social assistant legislation, policies and procedures. Ensure corporate support and financial services (Human Capital Management, Financial Accounting and Supply Chain Management services, including Fleet Management, Facilities Management, ICT) are provided within Local Office. Local office Management and district participation. Manage subordinates. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3)

**Makhuduthamaga Local Office :** Makhuduthamaga Local Office - Preference for the above position will be given to African Female, followed by African Male and People with disability respectively, 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: 13 December 2021**

Applicants interested in applying for these posts should send their applications (CV, fully completed signed new Z83, Highest recently Certified Qualification, Drivers License and ID only quoting the relevant reference number and position name as per the advert on the Email Subject line) to the specific email address provided below. Kindly note that copies of other qualification not listed above, and driver's license 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 advertised 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:

Application must be submitted to 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](mailto:applicationsSekhukhune@sassa.gov.za)

For enquiries you can call: Mr Modima MC on 013 265 6054/6055/6069

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

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