

*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.

**MPUMALANGA
INTERNAL RE - ADVERT**

**1x Assistant Manager: Grants Administration (Salary level 10)
Salary: R477 090 – R561 981 p.a. exclusive of benefits
Location: DR JS Moroka Local Office: Nkangala District (REF NO: SAS/MPU/22/28)**

Minimum Requirements: The candidate should hold a relevant Degree (NQF 7) / National Diploma (NQF 6) as recognized by SAQA coupled with 3-5 years of experience in the relevant field.

Added advantage: A driver's license and Computer literacy as an added advantage.

Duties: The incumbent will be responsible to manage the operations within the local office (s) pertaining to the grant application processes and ensure compliance with relevant policies and prescripts; managing the provision of effective customer service to beneficiaries / Clients; monitoring the paypoint capacity and service delivery by payment services providers; Coordinate and manage service point; ensure improvement of service delivery at Local Offices (s) as well as manage subordinates.

Applications for the above position must be sent (Dr JS Moroka L/O) to: ZaneleMbApplications@sassa.gov.za: Enquiries ZR Mbuyisa 013 285 0632

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, ITC, criminal checks, and compulsory competency assessment (where applicable). It is the applicant's responsibility to have foreign qualifications evaluated by the 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. No hand delivery or mail posts will be accepted. E-Mailed applications will be accepted.

The agency is an equal opportunity employer. Therefore, Preference will be given to candidates whose appointment will assist the Agency in achieving its Employment Equity targets in terms of the Agency's Employment Equity Plan. Persons with Disabilities are strongly encouraged to apply.

Closing date: 31 October 2022

Applicants interested in applying for these posts should send their applications (CV, fully completed and signed New Z83, and copy of the highest qualifications only) quoting the reference number and position name as per the advert. The subject heading of the email should indicate the reference number and name of the position you are applying for. Applicants must ensure that they sent their application to the correct inbox/email indicated on each position. Applications sent to the incorrect inbox/email will not be considered. Applications should consist of a comprehensive CV (specifying all experience, and duties, specifying the respective dates (MM/YY) per position, Identity number, Race, and Gender as well as indicating references with full contact details. Kindly note that certified copies of qualifications, certificates, ID and driver's license, etc. should be submitted upon request. Failure to comply with the above requirements may result in your application being disqualified

Correspondence will only be conducted with the shortlisted candidates, if you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application has been unsuccessful. Applicants who applied previously are encouraged to re-apply.

Toll free: 0800 60 10 11
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social development
Department:
Social Development
REPUBLIC OF SOUTH AFRICA



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**MPUMALANGA
EXTERNAL RE - ADVERT**

**1x Grants Administrator: Grants Administration: (Salary level 5)
Salary: R176 310 – R207 681 p.a. exclusive of benefits
Location: Thembisile Local Office: Nkangala District: (REF NO: SAS/MPU/22/29)**

Minimum Requirements: The candidate should have a Senior Certificate (NQF Level 4), Computer literacy is essential.

Added advantage: A valid driver's license and / or administrative / clerical experience will be an added advantage.

Duties: The incumbents will assist in the administration of Social Grants at the Local Office Level; Effectively screen all grant applications; Capture applications on the system; Provide customer care; Process other grant documentation / perform other grants administration functions; Conduct quality control on grant applications and Ensure adherence to section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3)

Applications for the above position must be sent (Thembisile L/O) to: ZaneleMbApplications@sassa.gov.za; Enquiries ZR Mbuyisa 013 285 0632

**1x Practitioner: Personnel Provisioning and Maintenance
Salary: R321 543 – R378 - 765 p.a. exclusive of benefits
Location: Mpumalanga Regional Office - Nelspruit (Ref No: SAS/MPU/22/30)**

Minimum Requirement: Candidates should hold a Relevant Degree / National Diploma (NQF 6/7) coupled with 2-3 years of experience in the relevant field;

Added advantage: Computer literacy and a valid driver's license as an added advantage.

Duties: The incumbent will assist with the rendering and management of service benefits and conditions and provide advice on policy pertaining to benefits and conditions, Manage, supervise and assist with administration processes pertaining to Human capital operational processes; assist with the development and compilation of statistical reports on human capital matters; Advice/assist/support district offices and local offices with human capital operational issues; Manage and provide assistance in terms of the following: User support and optimally usage of Oracle system, Ensure policy compliance, Effective utilization of staff structure and establishment, Management information; Management functions: Supervision of staff, Leave, Staff development and training, Disciplinary matters, Performance appraisal in terms of the PMDS, Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, Part 3)

Application for the above position must be sent (Practitioner) to: Zaneleapplications@sassa.gov.za; Enquiries ZP Thabethe – 013 754 9337

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, ITC, criminal checks, and compulsory competency assessment (where applicable). It is the applicant's responsibility to have foreign qualifications evaluated by the 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. No hand delivery or mail posts will be accepted. E-Mailed applications will be accepted.

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