

*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.

MPUMALANGA ADVERT (POSTER)

1x Assistant Manager: Supply Chain Management (salary level 9)
Salary: R382 245 – R450 255 p.a. exclusive of benefits
Location: Regional Office: Nelspruit (REF NO: SAS/MPU/22/21)

Minimum Requirements: The candidate should hold a relevant Degree (NQF 7) / Diploma (NQF 6) as recognised by SAQA coupled with 3-5 years' experience in the relevant field. Driver's license and Computer literacy are essential.

Key Responsibility Areas: The incumbent will be responsible to provide supply chain management functions within the region; Implement demand plan for financial year; Manage supplier database; Provide internal control services; Provide asset management services as well as to assist in the management of the resources in the unit.

1x Senior Grants Administrator: Grants Administration (salary level 7)
Salary: R261 – R307 890 p.a exclusive of benefits.
Location: Bushbuckridge Local Office: (Ref No: SAS/MPU/22/23)

Minimum Requirement: Candidates should hold a Matric plus 5-7 years' experience in Social Security in the (Grants Value Chain) or a National Diploma / Degree / NQF equivalent qualification with 2-3 years' experience in Social Security in the (Entire Grants Value Chain); a valid driver's license will serve as an added advantage.

Key responsibilities: The incumbent will check the completeness of grant applications and supporting documents; Verify applications and means test; Approve or reject applications; Process other grant documents; Perform other grants value chain functions; Oversee the quality of the administration of social grants and advise on policies and processes within the grants value chain; Manage staff performance and resources as well as to ensure adherence to section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3)

1x Clerk: Supply Chain Management (Salary Level 5)
Salary: R176 310 – R204 - 621 p.a. exclusive of benefits
Location: Mpumalanga Regional Office – Supply Chain Management: (Ref No: SAS/MPU/22/22)

Minimum Requirement: Candidates should hold Senior Certificate (NQF Level 4) with 0 – 1 year working experience.

Key responsibilities: The incumbent will be responsible to render an asset management clerical support service; to render a demand and acquisition clerical support service; render a provisioning administration support service; computer literacy and driver's license will serve as an added advantage.

Assistant Manager: Supply Chain: Preference will be given to African Male followed by White Male and White Female as at the time of appointment

Senior Grants Administrator: Bushbuckridge: Preference will be given to African Male followed by African Female and followed by Coloured Male respectively as at the time of appointment.

Clerk: Supply Chain: Preference will be given to African Male followed by White Male and coloured Female respectively as at the time of appointment

Important notes: This position is 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.

Closing date: 29 July 2022

Applicants interested in applying for this post should send their applications (fully completed and signed new Z83, updated detailed comprehensive CV with all experiences, duties, indicating the **dates (MM/YY), identity number, Race and Gender** as well as references with full contact details. Kindly note that copies of qualifications, certificates, ID and drivers licence etc., should be submitted upon request. **To attention Manager: HCM, Postal Address: Private Bag X11230, Nelspruit, 1200. Hand delivery: SASSA House, 18 Ferreira Street, Nelspruit 1200.**

Correspondence will only be limited to 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.

Enquiries: A Ngomane: (013 754 9334); ZP Thabethe: (013 754 9337)

Toll free: 0800 60 10 11
www.sassa.gov.za

f SASSA News @OfficialSASSA



social development
Department
Social Development
REPUBLIC OF SOUTH AFRICA

