

[ *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 EXTERNAL ADVERT

### 1x Administrative Officer

Salary: R261 372 – R307 890 p.a. exclusive of benefits

Location: Bushbuckridge Local Office (Ref No: SAS/MPU/22/24)

**Minimum Requirements:** Candidates should hold National Diploma / Degree (NQF level 6 or 7) as recognized by SAQA coupled with 1-2 years relevant experience; or Matric coupled with 3 – 5 years relevant experience; computer literacy and valid driver's licence as an added advantage.

**Key responsibilities/Duties:** The incumbent will provide support services to the Local Office i.r.o; ensure administrative support in the following areas: transport service; Human Resource Administration; Provisioning Services; General Administrative Support Services as well as to manage subordinates.

**Important notes:** The position is advertised with the minimum requirements. Appointment 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. Faxed or e-mailed applications will not 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. Person with Disability are strongly encouraged to apply.**

**Closing date: 31 August 2022**

Applicants interested in applying for this post should send their applications (fully completed and signed new Z83, attach copy of highest qualifications, ID, driver's license and 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 certified 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 120**

**General enquiries: A Ngomane: (013 754 9334): ZP Thabethe: (013 754 9337)**

Correspondences 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.

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

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