

*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**

**Practitioner: Beneficiary Maintenance (salary level 8)  
Salary: R321 543 – R378 765 p.a. exclusive of benefits  
Location: Nelspruit Regional Office (REF NO: SAS/MPU/22/25)**

**Minimum Requirements:** The candidate should hold a relevant Degree (NQF 7) / National Diploma (NQF 6) as recognised by SAQA coupled with 2-3 years' experience in the relevant field. Driver's license and Computer literacy as added advantage.

**Key responsibilities:** The incumbent will be responsible to update SOCPEN and monitor SOCPEN user environment; support the co-ordination of the processes within the region and the training of staff on relocation and lapsing of TDG processes; assist in the monitoring and evaluating adherence to national norms and standards in processes and procedures regarding the reviews and life certificates within the region; ensure adherence to service standards with regards to appeals management; lapsing and suspension of grants and draft reports accordingly; assist with the drafting of correspondence and co-ordinating of communication to various stakeholder relating to queries and information required; information management as it relates to the beneficiary maintenance management; coordinate the transfer of beneficiaries from and other regions; Management and development of resources including staff.

**Clerk: Payment and Contract Management (salary level 5)  
Salary: R176 310 – R207 681 p.a. exclusive of benefits  
Location: Nelspruit Regional Office (Ref No: SAS/MPU/22/26)**

**Minimum Requirement:** Candidates should hold Matric Certificate (NQF Level 4) with 0 – 1 year working experience; Computer literacy and a valid driver's license as added advantage.

**Key responsibilities:** The incumbent will be responsible to assist with payment records and payment reports; render an effective filling and record management service; provide general administrative support to staff and management within the Payment and Contract Management Unit; assist the Payment and Contract Management Unit with management reports in respect of payment contractors.

**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 targets in terms of the Agency's Employment Equity Plan. Person with Disability are strongly encouraged to apply.**

**Closing date: 9 September 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**

*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.*

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

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social development  
Department  
Social Development  
REPUBLIC OF SOUTH AFRICA



TOGETHER WE CAN BUILD THE COUNTRY