

*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 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 EXTERNAL ADVERT

**1x Manager: Records Management Centre (Salary level 11)**  
**Salary: R744 255 – R876 705 p.a. exclusive of benefits**  
**Location: Nelspruit: Regional Office (REF NO: SAS/MPU/22/31)**

**Minimum Requirements:** The candidate should hold a relevant Degree (NQF 7) / National Diploma (NQF 6) as recognized by SAQA coupled with 1-2 years of management experience. Computer literacy and a valid driver's license are essential.

**Duties:** The incumbent will be responsible to manage Beneficiary Records within the region; manage performance Monitoring and Reporting; Manage Service providers as well as managing subordinates.

**Applications for the above position must be sent to: [applicationsmp@sassa.gov.za](mailto:applicationsmp@sassa.gov.za): Enquiries Ms. A Ngomane (013) 754 9334**

**1x Clerk: Contract and Payment Management**  
**Salary: R176 310 – R207 681 p.a. exclusive of benefits**  
**Location: Nelspruit: Regional Office (REF NO: SAS/MPU/22/32)**

**Minimum Requirements:** Candidates should have a Senior Certificate (NQF Level 4) coupled with 0 -1 year of working experience.

**Added advantage:** A valid driver's license and computer literacy will be an added advantage.

**Duties:** The incumbent will be responsible to assist with payment records and payment reports; rendering effective filling and record management services; providing general administrative support to staff and management within the payment and contract Management Unit; assisting the Payment and Contract Management Unit with management reports in respect of payment contractors; ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, Part 3)

**Applications for the above position must be sent to: [RuffyApplications@sassa.gov.za](mailto:RuffyApplications@sassa.gov.za): Enquiries Mr. Mathebula R (013) 754 9414**

**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: 2 November 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.*

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

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social development  
Department:  
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TOGETHER WE CAN BUILD THE COUNTRY