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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.

ADVERT: NORTH WEST REGION

Assistant Manager: Supply Chain Management (Asset Management)

Salary: R382, 245.00 – R450, 255.00 p.a. exclusive of benefits

Location: Regional Office - Mafikeng (Ref No: SAS NW 01/ 2022)

Minimum Requirements: The candidate should hold a Senior certificate and NQF 7 (B.Com Accounting / Financial Management; advanced diploma in Accounting Science / financial Accounting) NQF 6 (National Diploma in Accounting Science) qualification coupled with a minimum of 3 years or more experience in Asset Management; Computer literacy and a valid driver's licence are pre-requisites due to intensive travelling related to the post.

Knowledge: Analytic thinking, Problem solving, Manage staff; Project management, Communication, Policy analysis and development. All legal frame works relating to Asset Management (e.g. Public Finance Management Act).

Duties: The incumbent will disseminate approved policies and procedure across the Region, coordinate post auditing of transactional data, provide asset management services, management of Losses and Disposal of redundant and obsolete assets, reconciliation and consolidation of the asset clearing account of regional office reports, manage and maintain the region's asset register. Draft inventory stock taking plan for verification and communicate to district offices, conduct asset verification for the region, and oversee the asset verification process, ensure that all assets additions are bar coded and taken on the System, disposal of assets, assist in the implementation of Financial Accounting Operational plan, assist in the development and management of the budget for the Unit.

Assistant Manager: Human Capital Management (Provisioning & Maintenance)

Salary: R382, 245.00 – R450, 255.00 p.a. exclusive of benefits

Location: Regional Office - Mafikeng (Ref No: SAS NW 02/ 2022)

Minimum Requirements: The candidate should hold a Senior certificate and NQF 7 Bachelor Degree HRM / Advanced Diploma in Management specialising in HR), NQF 6 (National Diploma in HRM qualification coupled with a minimum of 3 or more years' experience in Human Resource Administration; Computer literacy and a valid driver's licence are pre-requisites.

Knowledge: Customer service, problem solving, communication, analytical thinking, planning & organizing, Innovation, computer literacy, conflict Management, policy analysis & development, report writing, project management, management of staff and all legal prescripts regulating HRM (e.g. Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act and Public Finance Management Act).

Duties: Manage and supervise the administration processes pertaining to the benefits and conditions, provide advice on service benefits and conditions, support district and local offices with human capital operational issues, ensure policy compliance within the Region, manage Human Resource Information System, facilitate and administrate staffing solutions, facilitate and administrate financial disclosure management; as well as the Remunerative Work Policies, facilitate quarterly risk management audit (staff files), assist with the management of HR Registry, management of all types of leaves, manage subordinates in the section.

Practitioner: Fraud and Compliance

Salary: R321, 543.00 – R378, 765.00 p.a. exclusive of benefits

Location: Regional Office - Mafikeng (Ref No: SAS NW 03/ 2022)

Minimum Requirements: The candidate should hold a Senior Certificate and NQF 7 Bachelor Degree in Accounting / Post qualifications in forensic Audit will be an added advantage coupled with 3 years or more experience in Internal Audit and Investigations; Computer literacy and a valid driver's licence are pre-requisites.

Knowledge: Legal prescripts regulating Risk Management, Compliance and Public Finance Management Act.

Duties: Assist with the investigation of identified/reported fraud cases investigated. Assist with the conduction of awareness programmes, Assist with the updating of the Operational Risk Register, Assist in the management of the resources in the unit and Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, Part 3). Prepare and submit reports, Investigate financial records for possible misconduct, acts and or malpractice. Prepare investigation reports within reasonable period, Liaise with stakeholders and public speaking, represent the Agency and or testify against disciplinary hearings.

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Practitioner: Supply Chain Management (Asset Management)
Salary: R321, 543.00 – R378, 765.00 p.a. exclusive of benefits
Location: Regional Office - Mafikeng (Ref No: SAS NW 04/ 2022)

Minimum Requirements: The candidate should hold a Senior Certificate and NQF 7 (B.Com Degree Accounting / Financial Management / Advanced Diploma in Accounting Science / Financial Accounting) / NQF 6 (National Diploma in Accounting Science) qualification coupled with 2 years or more experience in the Asset Management. Computer literacy and a valid driver's licence are pre-requisites due to intensive travelling related to the post.

Knowledge: legislative frameworks relating to Asset Management e.g. Public Finance Management Act.

Duties: Assist with the identification and planning of procurement of assets required, administer the acquisition of assets required by the Region, and provide secretariat services for asset management related committees. Assist with the management of assets in the Region in terms of asset management policies and procedures, support District Offices, Local Offices in terms of supply chain management policies and procedures, and supervise the performance of the subordinates in the section.

Team Leader X2

Salary: R 321 543– R 378 765 p.a. exclusive of benefits
Location: Ngaka Modiri Molema District: Ditsobotla Local Office (Ref No. SAS NW 05/2022)
Location: Bojanala District: Moretele Local Office (Ref No. SAS NW 06/2022)

Minimum Requirements: Candidates should hold a Senior Certificate and Bachelor's Degree (NQF level 7) / National Diploma (NQF Level 6) in Public Administration coupled with 3 years or more supervisory experience in Grants Administration (entire value chain); Computer literacy and a valid driver's license are essential.

Knowledge: SOCPEN and Minimum Information System, National Treasury Regulations, Sassa Act, SASSA's constitutional mandate and legislative in public management as well as social security management and poverty alleviation matters.

Duties: The incumbent for coordination and supervision of grants administration teams and components, promote service delivery, management of staff at lower levels, to provide an efficient pay point management service in the local office. Ensure that the grant application processes are executed efficiently and effectively, staff development and training, disciplinary matters, performance appraisal and management of supervisors, assist with budget planning of the component and assist with stakeholder relations management.

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, 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 the advertisement thereof. **Please note:** All SASSA staff are subjected to compulsory security vetting on appointment. Should candidates wish to apply for more than 1 post, separate application forms should be completed and sent to the relevant SASSA office on or before the **Closing date: 09 September 2022 @ 16:00**

Internal candidates will only be considered if they meet all requirements of the post. EE targets as given will be considered as at the time of appointment.

Applicants interested in applying for these posts should send an application letter and a detailed CV only quoting the relevant reference number to the allocated email address and position name as per the advert to the address listed below. Kindly note that copies of qualifications, ID, Driver's Licence and signed Z83 should be submitted upon request.

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.

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Post Number: Ref No: SAS NW 01/ 2022 to be submitted to applicationsNW@sassa.gov.za
Enquiries: Mr Vusumzi Kraai: 018 -3973410

Post Number: Ref No: SAS NW 02/ 2022 to be submitted to TshegofatsoApplications@sassa.gov.za
Enquiries: Mrs Tshegofatso Tsime: 018-397 3307

Post Number: Ref No: SAS NW 03/ 2022 to be submitted to LeratoMakApplications@sassa.gov.za
Enquiries: Mrs Lerato Makgongwana: 018 -397 3364

Post Number: Ref No: SAS NW 04/ 2022 to be submitted to Tinyoapplications@sassa.gov.za
Enquiries: Ms Tiny Mogonediwa: 018 397 3310

Post Number: Ref No. SAS NW 05/2022 & Ref No. SAS NW 06/2022 to be submitted to Mongezipapplication@sassa.gov.za
Enquiries: Mr Mongezi Platjje: 018-397 3350

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