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at the right time and place. NJALO!*



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

EXTERNAL ADVERT: NORTH WEST

Document Management Administrators (X2)

Salary: R173, 703.00 – R204, 612.00 p.a. exclusive of benefits

Location: Mafikeng: Regional Office (Ref No: SAS NW 05 / 2020)

Minimum Requirements: Candidates should hold a Grade 12 / Senior Certificate coupled with 0 -1 years working experience; Computer literacy and a valid driver's licence is essential.

Duties: The Candidates will be responsible for opening, drawing and archiving of files and searching for urgent / outstanding files; Collecting / Handling incoming / outgoing mail, and enquiries; Transferring of files, Disposal / archiving of files; transporting of files between offices and Units.

NB Preference will be given to African Male, Colored Male and White Female (Regional Office)

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 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. Should candidates wish to apply for more than 1 post, separate application forms should be completed.

Closing date: 12 March 2020.

Applicants interested in applying for these posts should send their applications (CV, recently certified copies of qualifications, driver's license, ID including a fully completed and signed Z83 form) quoting the relevant reference number to the relevant address:

Attention: Assistant Manager: HCM, SASSA P/Bag x44, Mmabatho, 2735. Hand delivery: Master Centre, First Street, Industrial Site, Mafikeng. Enquiries: Mr Malesela Sekhaolelo 018 397 3425.

If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application has been unsuccessful.

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