

*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.

EXTERNAL ADVERT: NORTH WEST

Grants Administrators (X4)

Salary: R173, 703, 00 – R204, 612, 00 p.a. exclusive of benefits

Location: Bojanala District: Moses Kotane Local Office (Ref No: SAS NW 01 / 2020)

Location: Bojanala District: Moses Kotane Local Office (Ref No: SAS NW 02 / 2020)

Location: Bojanala District: Moses Kotane Local Office (Ref No: SAS NW 03 / 2020)

Location: Ngaka Modiri Molema District: Mafikeng Local Office (Ref No: SAS NW 04 / 2020)

Minimum Requirements: Candidates should have a Senior Certificate coupled with 0 -1 years working experience; Knowledge in the Grants Administration / Social Security environment; Computer literacy is essential and a valid driver's licence will be an added advantage.

Duties: The incumbent will effectively render Social Security services; Screening and completing customer checklists; Receive applications in terms of the relevant Act; Attend to social grant related queries to prevent litigation; Prepare statistical performance templates; Review all identified grants in terms of the Act and Regulations; Prepare and process grants on SOCPEN; Assist in completion of projects and prepare recommendations for management.

NB Preference will be given to African Male, African Female and Colored Female (Moses Kotane Local Office).

NB Preference will be given to African Male, African Female and White Female (Moses Kotane Local Office)

NB Preference will be given to African Male, African Female and Colored Male (Moses Kotane Local Office)

NB Preference will be given to Colored Male, African Male and White Female (Mafikeng Local 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 and sent to the relevant SASSA office on or before the **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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