

*paying the right social grant, to the right person,
at the right time and place. NJALO!*



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

EXTERNAL ADVERT: NORTH WEST

Assistant Manager: Grants Administration

Salary: R470, 040, 00 – R553, 677, 00 p.a. exclusive of benefits

Location: Ngaka Modiri Molema District: Mafikeng Local Office (Ref No: SAS NW 25 / 2019)

Minimum Requirements: Candidates should hold a B degree and / or 3 year tertiary qualification coupled with 3-5 years supervisory experience in the social security environment; Knowledge of SASSA's constitutional mandate, relevant policies and legislation is required, as is proficiency in social security management and poverty alleviation matters. Computer literacy and a valid driver's license is an essential.

Duties: The incumbent will be responsible for the overall management of the grants administration programme in the local office, and will manage operations pertaining to grants administration in the local office; provide client administration and pay point management services; implement client services and manage service level agreements with service providers create. Additionally, he / she will implement service delivery and client relations improvement services; acquire data. Analyse and manage information and manage resources (financial, Human and equipment) within the local office.

NB: Preference will be given to Person with Disability, African Female and African Male as at the time of appointment.

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: 19 February 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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