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at the right time and place. NJALO!*



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

EXTERNAL ADVERT: NORTH WEST

Assistant Manager: Supply Chain Management

Salary: R376, 596, 00 – R443, 601, 00 p.a. exclusive of benefits

Ngaka Modiri Molema District Office (Mafikeng): (Ref No: SAS NW 24 / 2019)

Minimum Requirements: Candidates should B degree and / or 3 year tertiary qualification coupled with financial accounting and purchasing as major subjects coupled 3 - 5 years management experience in the various discipline related to financial management; extensive knowledge, experience, interpretation and application of accrual accounting and GRAP standards; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations on public entity and other relevant regulations, ERP knowledge on Oracle or SAP or AccPacc or accrual accounting compliant system and a driver's license is essential.

Duties: The incumbent will ensure that operational plan; budget and resources are optimally implemented and managed; implement procurement system for the acquisition of stores, goods and services which is cost effective; submit demand plan; ensure all purchase orders and blankets purchase agreement are receipts; ensure invitation of quotations and tenders; liaise with service providers in respect of supply and delivery of goods procured; close purchasing modules monthly and assist preparing audit pack for internal and external audit purposes; Ensure compliance with procurement policies and practices with applicable GRAP standards, A GAAP and IFRS, PFMA, Treasury Regulations; Constitution, PPPFMA and other various regulations; respond on all procurement internal and external audit queries; prepare and submit monthly reports; Provide assets management services

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

Practitioner: Human Capital Management

Salary: R316, 791, 00 – R373, 167, 00 p.a. exclusive of benefits

Location: Dr Ruth Segomotsi Mompati District Office (Vryburg): (Ref No: SAS NW 26 / 2019)

Minimum Requirements: Candidates should hold a B degree and / or 3 year tertiary qualification in Human Resource Management or relevant studies coupled with 1 - 2 years' experience in Human Capital Management; Knowledge of Oracle system; Computer literacy and a valid driver's license is an essential.

Duties: The incumbent will assist with personnel provisioning and maintenance issues in order to ensure effective and efficient services; Assist with the coordination of generic training intervention in the District; Assist in coordination of study aid processes for employees in the District; assist with the facilitation and coordination of the implementation of wellness policies in the workplace; Assist with the facilitation and coordination of performance management processes in the District; assist with the facilitation and coordination labour relation issues and manage resources in the unit.

NB: Preference will be given to Person with Disability, African Male and African Female 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 Sekhaolele 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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