

*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

Grant Administrators (X7)

Salary: R 181 599.00 – R 213 912.00 p.a. exclusive of benefits

Location: Ngaka Modiri Molema District - Tswaing Local Office (Ref No: SAS NW 09 / 2022)

Minimum Requirements: Candidates should hold Senior Certificate (NQF Level 4). Computer literacy essential. A valid driver's license. Administrative/clerical experience will be an added advantage.

Duties: The incumbent will assist in the administration of Social Grants at Local Office Level; Effectively screen all grant applications; Capture applications on the system; Provide customer care; Process other grant documentation / perform other grants administration functions; Conduct quality control on grant applications and Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3).

Administration Clerk (X1)

Salary: R 181 599.00 – R 213 912.00 p.a. exclusive of benefits

Location: Bojanala District: Rustenburg Local Office (Ref No: SAS NW 10/2022)

Minimum Requirements: Candidates should hold a Senior Certificate (NQF Level 4), coupled with 0-1 year working experience. A three year Diploma in Public Management (NQF 6), and a valid driver's license will be an added advantage.

Duties: The incumbent will effectively render clerical duties such as Transport services, Human Resource Administration, General Admin Support Services and Provisioning Services (Procurement and Issuing of Stores). Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

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 Disability (PWDs) are strongly encouraged to apply

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. Applications sent to the incorrect inbox/email will not be considered. Application forms should be completed and sent to the relevant email address on or before the **Closing date: 19 December 2022**

Applicants interested in applying for these posts should send their applications (Comprehensive CV specifying ID number, qualification and institution acquired from, position held, number of years of service in particular position, duties performed names of three reference including their contact details and position held. Fully completed new Z83 form obtainable from any government institution quoting the relevant reference number and post applying for) to the email below. Kindly note that interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. Kindly note that certified copies of qualifications, certificates, Identity Document / Smart card and valid driver's license etc should be submitted upon request.

Toll free: 0800 60 10 11
www.sassa.gov.za

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social development
Department:
Social Development
REPUBLIC OF SOUTH AFRICA



TOGETHER WE CAN SAVE THE COASTGUARD

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Ref No: SAS NW 09 / 2022 to NWHRApplications@sassa.gov.za enquiries: Ms B Tikane 018 397 3803

Ref No: SAS NW 10 / 2022 to NyembeziapplicationsBJ@sassa.gov.za enquiries: Mr N Mabena 014 523 0313

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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