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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.

ADVERT: NORTHERN CAPE

Manager: Security Administration (salary level 11)

Salary: R 744 255– R 876 705 p.a. inclusive of benefits

Location: Northern Cape Regional Office - Kimberley (Ref No. SAS 22/01/01)

Minimum Requirements: Candidates should hold a relevant undergraduate qualification with a minimum of 360 credits (NQF Level 6) as recognized by SAQA with 1 – 2 years' management experience in the relevant field. A valid driver's license is essential.

Duties: The incumbent will manage the implementation of physical security standards within the region. Management of security services provided by third parties. Ensure proper administration of vetting policies and procedures. Manage the implementation of occupational health and safety policies in the region. Provide leadership and management to the section. Manage resources, the section's performance, providing inputs to the budget, controlling assets and monitoring the expenditure of the section. Ensure adherence to Section 57 (Responsibilities of other officials) of the Public Finance Management Act (PFMA, Chapter 6, Part 3).

Preference for the above position will be given to People with Disability / Coloured Female followed by Coloured Male followed by African Female respectively as at the time of appointment

Manager: Supply Chain Management – Re-Advertisement (salary level 11)

Salary: R 744 255– R 876 705 p.a. inclusive of benefits

Location: Northern Cape Regional Office - Kimberley (Ref No. SAS 22/01/02)

Minimum Requirements: Candidates should hold an undergraduate qualification with a minimum of 360 credits (NQF Level 6) as recognized by SAQA with Financial Accounting or Logistic Management or Purchasing as major subject (attach academic record) coupled with 1 – 2 years management experience in the relevant field, a post graduate qualification in accounting and completed articles will be an added advantage; In depth knowledge of legislation, policies and procedures pertaining to Public Finance Management Act (PFMA), Treasury Regulations, ERP knowledge on Oracle or Accrual Accounting compliant systems and extensive interpretation and application of accrual accounting and GRAP standards. Computer literacy and a valid driver's license are essential.

Duties: The incumbent will ensure effective development, implementation and management of demand plans; Manage all acquisition and logistics processes to ensure timeous delivery of services and compliance with relevant prescripts; Ensure effective implementation of asset management process and reporting in-line with GRAP 17. Implement effective inventory management services in-line with GRAP 12; Provide support to the Regional BID Adjudication Committee (RBAC); Ensure effective rendering of travel and accommodation services; Monitor services rendered by suppliers; Address audit queries; Training of end users Manage staff performance and resources of the unit.

EE target for the above position is open to all race and gender

Practitioner: Customer Care – Re-Advertisement: (salary level 08)

Salary: R 321 543– R 378 765 p.a. exclusive of benefits

Location: Northern Cape Regional Office – Kimberley (Ref No. SAS 22/01/03)

Minimum Requirements: Candidates should hold a B. Degree or 3 year tertiary qualification with a minimum of 360 credits (NQF Level 6) in the relevant field as recognized by SAQA coupled with 2-3 years' relevant experience; Computer literacy and a valid driver's licence are essential.

Duties: To assist in managing customer care and enquiries in the Region; Render administrative support relating to Customer Care; Assist in the monitoring and evaluating adherence to national norms and standards in processes and procedures regarding the administration of customer care initiatives within the region; Ensure adherence to service standards for enquires related to customer services management; Assist with the drafting of correspondence and co-ordination of communication to various stakeholders relating to queries and information required; Information Management as it relates to the customer services within the unit. This include statistical and status reports reflecting customer management within the region; Assist in the management of projects pertaining to customer services within the region and Supervision of staff.

EE target for the above position is open to all race and gender

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Administrative Clerk: Administrative Support (salary level 05): 2 posts

Salary: R176 310– R207 681p.a. exclusive of benefits

Location: John Taolo Gaetsewe District – Churchill Local Office (Ref No.: SAS 22/01/04)

Location: Pixley Ka Seme District – Colesberg Local Office (Ref No.: SAS 22/01/05)

Minimum Requirements: The candidate should have a Senior Certificate; 0-1 year working experience; Knowledge in support services, Computer literacy is essential; a post matric qualification as well as a valid driver's licence will serve as an added advantage.

Duties: The incumbent will assist to Keep log book of pool vehicles and ensure the maintenance of thereof; Keep appropriate registers updated; Check for completeness of leave forms and HR Documentation; Forward all HR request to be finalised at Regional/District office level; Have a filing system in place aligned to the master file plan of SASSA; Represent the Local Office in various meetings, forums, committees; Assist with the arrangement of meetings and special events or awareness campaigns; Obtaining quotations if not available; Write motivation and attached Comparative Schedule; send through to District/ Regional Office for approval; Ordering of items; Receipts, check and book items in accordance to the delivery note; Arrange for payment of invoice; Receive a VA2 from supervisor; Issue stores (officers sign for receipt); Send to Regional/District Office for approval

Employment Equity Preferences are as follows

Churchill Local Office will be given to Coloured Male followed by Coloured Female followed by White Male or White Female respectively at the time of appointment

Colesberg Local Office will be given to People with Disability, Coloured Male followed by White Male followed by White Female respectively at the time of appointment

Grants Administrator: Grants Administration (salary level 05)

Salary: R176 310– R207 681p.a. exclusive of benefits

Location: ZF Mgcawu District – Groblershoop Local Office (Ref No.: SAS 22/01/06)

Requirements: Candidates should have a Senior Certificate; 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 grants 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.

Preference for the above position will be given to People with Disability followed by White Male followed by White Female respectively at the time of appointment

Clerk: Personnel Provisioning & Maintenance (salary level 05)

Salary: R176 310– R207 681p.a. exclusive of benefits

Location: Northern Cape Regional Office - Kimberley (Ref No. SAS 22/01/07)

Minimum Requirements: Candidate should hold a Senior; Computer literacy is essential; Knowledge of Public Service legislations and Human Capital Management processes; a valid driver's licence will serve as an added advantage.

Duties: The incumbent will handle personnel administrative matters which include capturing of information on the oracle system, such as: Recruitment, Selection and Appointment, Staff allowances, Staff resettlement, Transfer of staff between components, units regions etc. Secondments, Long Service Awards and State Guarantees, Termination of services. Leave administration: Handle incapacity leave matters and leave database, Capture leave on the oracle, Monitor leave forms, conduct leave audit, ensure that leave forms are being filed. Assist with the compilation of statistical reports on human capital matters. Support district offices and local offices with human capital operational issues

Preference will be given to Person with disability / Coloured Male followed by White Male respectively as at the time of appointment

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Important notes: Appointment will be subject to a compulsory pre-employment screening in the form of qualification, references, ITC, and criminal checks. It is our intention to promote representivity in terms of race, gender, disability and youth through the filling of these posts and candidates whose appointment will promote representivity will receive preference. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) prior to the selection process. The Agency is under no obligation to fill a post after the advertisement thereof. Please note: All SASSA staff are subject to compulsory Security Vetting on appointment. No faxed applications will be accepted.

Closing date: 25 February 2022

Applicants interested in applying for the post should send their applications (CV, **New Z83** and attach the highest qualification only) quoting the relevant reference number and position name as per the advert. The subject heading of the email should indicate the **name of the position** you are applying for. Applicants must ensure that they send their applications to a correct inbox/email indicated on the position. Applications should consist of a comprehensive CV (specifying qualifications - institution obtained from, experience, duties, indicating the respective dates (MM/YY) per position, Identity Number, Race and Gender as well as indicating references with full contact details. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. Kindly note that copies of qualification, certificate, ID and driver's license etc, should be submitted upon request.

Regional Office posts:	Attention: Human Capital Management, Private Bag X6011, Kimberley, 8300 Or E-mail: ApplicationsRO@sassa.gov.za Or Hand delivery: 33 Du Toitspan Road, Kimberley.	Enquiries: Ms Nelisiwe Cele Tel: (053) 802 4956
John Taolo Gaetsewe District post:	Attention: Human Capital Management, Private Bag X1534, Kuruman, 8460 Or E-mail: ApplicationsJTG@sassa.gov.za Or Hand delivery: 13-17 Main Road, Mahindra building, Kuruman.	Enquiries: Ms Gomolemo Lekgetho Tel: (053) 714 3515/16
Pixley Ka Seme District post:	Attention: Human Capital Management, Private Bag X1015, De Aar, 7000 Or E-mail: ApplicationsPKS@sassa.gov.za Or Hand delivery: Liebenhof building, corner Mclvor and Voortrekker Street, De Aar.	Enquiries: Ms Emelly Booysen Tel: (053) 632 6024
ZF Mqacawu District post:	Attention: Human Capital Management, Private Bag X5911, Upington, 8800 Or E-mail: ApplicationsZFM@sassa.gov.za Or Hand delivery: 46 Schroder Street, Upington.	Enquiries: Ms Tshegofatso Molebalwa Tel: (054) 337 0447

Correspondence will only be limited to the short-listed candidates, if you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application has been unsuccessful.

For hand delivery, applications must be submitted to the relevant office before 16h00.

Failure to comply with the above will automatically disqualify candidates.

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