

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



**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

### Administrative Clerk: Administrative Support

Salary: R173 703 – R204 612 p.a. exclusive of benefits  
Location: Namakwa District – Fraserburg Local Office (Ref No.: SAS 21/10/01)

**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.

**Preference for the above position will be given to People with Disabilities/White Male respectively at the time of appointment**

### Clerk: Supply Chain Management

Salary: R173 703 – R204 612 p.a. exclusive of benefits  
Location: John Taolo Gaetsewe District – District Office (Ref No.: SAS 21/10/02)

**Minimum Requirements:** Candidates should have a Senior Certificate (Matric); ) with Maths or Accounting as subjects; 0-1 year experience in the relevant field. Undergraduate qualification with a minimum of 360 credits (NQF Level 6) as recognized by SAQA in Accounting/Purchasing/Supply Chain Management/Finance will be added advantage. Computer Literacy and Valid Driver's licence are essential.

**Duties:** The incumbent will be responsible for record, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Distribute documents to various stakeholders as required. Type letters and/ or other correspondence when required. Keep and maintain the incoming and outgoing document register of the unit. Assist to maintain the supplier database. Assist with the management of assets in the District in terms of supply chain management policies and procedures. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA), Chapter 6, and Part 3.

**Preference for the above position will be given to Coloured Male followed by Coloured Female followed by White Male or White Female respectively at the time of appointment**

**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: 12 November 2021**

Persons 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

<b>Namakwa District post</b>	<b>Attention:</b> Human Capital Management, Private Bag Private Bag X21, Springbok, 8240 or  <b>E-mail:</b> <a href="mailto:ApplicationsNK@sassa.gov.za">ApplicationsNK@sassa.gov.za</a> or  <b>Hand delivery:</b> 8 Hospital Street, Springbok	<b>Enquiries: Mr Godson Mdlalana</b>  <b>Tel:</b> (027) 712 2646 or (027) 712 1015.
<b>John Taolo Gaetsewe District post</b>	<b>Attention:</b> Human Capital Management, Private Bag X1534, Kuruman, 8460 or  <b>E-mail:</b> <a href="mailto:ApplicationsJTG@sassa.gov.za">ApplicationsJTG@sassa.gov.za</a> or  <b>Hand delivery:</b> 13-17 Main Road, Mahindra building, Kuruman	<b>Enquiries: Ms Gomolemo Lekgetho</b>  <b>Tel:</b> (053) 714 3515/16.

shortlisted applicant. Kindly note that copies of qualification, certificate, ID and driver's license etc, should be submitted upon request.

**Correspondence will only be conducted with 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.**

To view the detailed advert which contains the requirements of the posts, compliance and application process, please visit us at [www.sassa.gov.za](http://www.sassa.gov.za) or toll free: 0800 60 10 11.

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