

*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.**

## EXTERNAL ADVERT: NORTHERN CAPE

### Manager: Labour Relations - Salary level 11

**Salary:** R766 584 – R903 006 p.a. inclusive of benefits  
**Location:** Regional Office: Kimberley (Ref No. SAS 22/12/01)

**Minimum Requirements:** Candidates should hold a B. Degree (NQF 7) / National Diploma (NQF 6) in Labour Relations / Bachelor of Laws specialising in Labour Relations / Human Resource Management / Public Management as recognized by SAQA coupled with 1-2 years management experience in the relevant field; a valid driver's licence are pre-requisites. Computer literacy is a requirement.

**Duties:** The incumbent will be responsible to assist with Collective Bargaining in the Region; Manage & facilitate labour relations cases in respect of dispute resolution, grievances and disciplinary cases within the Region; Provide advice on labour relations matters; Facilitate labour relations training within the Region; Provide leadership and management to the sub-unit; Manage resources.

### Manager: Grants Administration - Salary level 11

**Salary:** R766 584 – R903 006 p.a. inclusive of benefits  
**Location:** Namakwa District: District Office (Ref No. SAS 22/12/02)

**Minimum Requirements:** Candidates should have an undergraduate qualification (NQF Level 6) as recognized by SAQA coupled with 1-2 years management experience in the relevant field; Knowledge of SASSA's Constitutional mandate, relevant policies and legislation in Public Management; Knowledge of Social Security services and poverty alleviation matters; Computer literacy and a valid driver's license are essential.

**Duties:** The incumbent will take responsibility for the overall management of all resources attached to the Division; Manage and monitor implementation of grants administration policies and legislation; Monitor promotion of access to social security services; Manage and monitor data integrity improvement programme, pay point development; Manage performance of the unit and provide general operational support; Provide operational support and guidance to the District Senior Manager and Local Office Managers within the District; Co-ordinate both generic and functional training within the District; Manage financial, human capital and other resources assigned to the unit; Manage the performance and development of staff under his/her immediate supervision; Implement service delivery and client relations improvement models will be a further responsibility.

### Local Office Manager: Grants Administration - Salary level 12

**Salary:** R908 502– R1 070 169 p.a. inclusive of benefits  
**Location:** Namakwa District: Calvinia Local Office (Ref No. SAS 22/12/03)

**Minimum Requirements:** Candidates should have an undergraduate qualification (NQF Level 6) as recognized by SAQA coupled with 1-2 years management experience in the relevant field; Knowledge of SASSA's Constitutional mandate, relevant policies and legislation in Public Management; Knowledge of Social Security services and poverty alleviation matters; Computer literacy and a valid driver's license are essential.

**Duties:** The incumbent will be responsible for the management of the divisions at the Local Office; Provide Support Services - Human Capital Management, Financial Accounting and Supply Chain Management services, including Fleet Management, Facilities Management, ICT enquiries and Records Management; Management of the Grant Administration (Operations Management, Customer Care Management, Pay Point Management, Disability Management and Beneficiary Maintenance); Compilation of the operational plan; Manage resources, stakeholder engagements and outreach programmes; Data acquisition, analysis and management of information/ reporting to the District.

### Assistant Manager: Supply Chain Management - Salary level 09

**Salary:** R393 711– R 463 764 p.a. exclusive of benefits  
**Location:** Regional Office: Kimberley (Ref No.: SAS 22/12/04)

**Minimum Requirements:** Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA with Financial Accounting or Logistics Management or Purchasing or Economics as major subject coupled with 2-3 years' experience in the various discipline related to financial management. Knowledge, experience, interpretation and application of accrual accounting and GRAP standards will serve as added advantage. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations on public entity and other relevant regulations is necessary. ERP knowledge on Oracle or SAP or AccPacc compliant systems is necessary. Valid driver's license is essential.

**Duties:** The incumbent will assist in the overall management of the Unit; implement the Operational Plan of the Demand and Acquisition Unit; Invite quotations and tenders as per demand plans; Liaise with service providers in respect of the supply and delivery of goods procured; Manage supplier database; Provide internal control services; Ensure that budget and resources are optimally implemented and managed; Analysis of trial balance sheet accounts; Run the depreciation and create accounting for assets; Conduct physical asset verification and assist in reconciling assets that have been completed; Prepare a list for assets to be disposed; Maintain the asset register; Ensure compliance with assets policies and practices with applicable GRAP standards, SA-GAAP and IFRS, PFMA, Treasury Regulations; Constitution, Preferential Procurement Framework Act and other various regulations; Respond on all assets internal and external audit queries. Prepare and submit monthly reports. Submit inputs for preparation of Annual Financial Statements.

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**Practitioner: Supply Chain Management - Salary level 08**

**Salary:** R331 188 – R390 129 p.a. exclusive of benefits  
**Location:** ZF Mgcawu District – District Office (Ref No.: SAS 22/12/05)

**Minimum Requirements:** Candidates should hold an undergraduate qualification with an undergraduate qualification (NQF Level 6) as recognized by SAQA with accounting or purchasing or logistics or economics as major subjects coupled with 2-3 years' experience in the relevant field; computer literacy and driver's license are essential.

**Duties:** The incumbent will assist with the implementation of demand plan for financial year; Maintain the supplier database; Provide secretariat services for supply chain related committees; Assist with the management of assets in the District in terms of supply chain management policies and procedures and manage subordinates in the section.

**Grants Administrator: Grants Administration - Salary level 05**

**Salary:** R181 599– R213 912 p.a. exclusive of benefits  
**Location:** Pixley Ka Seme District – Noupoot Local Office (Ref No.: SAS 22/12/06)

**Minimum Requirements:** Candidates should have a Senior Certificate (NQF Level 4), Computer literacy is essential.

**Added advantage:** A Valid driver's license and / or administrative / clerical experience will be an added advantage.

**Duties:** The incumbent will assist in 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 Public Finance Management Act (PFMA, Chapter 6, Part 3)

**Important notes:** Appointment will be subject to a compulsory pre-employment screening in the form of qualification, references, ITC, and criminal checks. 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.

**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 disabilities are strongly encouraged to apply**

**Closing date: 06 January 2023**

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.

<b>Regional Office posts</b>	<b>Attention:</b> Human Capital Management, Private Bag X6011, Kimberley, 8300 or <b>E-mail:</b> <a href="mailto:ApplicationsRO@sassa.gov.za">ApplicationsRO@sassa.gov.za</a> or <b>Hand delivery:</b> 33 Du Toitspan Road, Permanent Building, Kimberley	<b>Enquiries: Ms Nelisiwe Cele</b> <b>Tel:</b> (053) 802 4956
<b>Pixley Ka Seme District post</b>	<b>Attention:</b> Human Capital Management, Private Bag Private Bag X1015, De Aar, 7000 or <b>E-mail:</b> <a href="mailto:ApplicationsPKS@sassa.gov.za">ApplicationsPKS@sassa.gov.za</a> or <b>Hand delivery:</b> Liebenhof building, corner Mclvor and Voortrekker	<b>Enquiries: Ms Emelly Booysen</b> <b>Tel:</b> (053) 632 6024
<b>Namakwa District posts</b>	<b>Attention:</b> Human Capital Management, 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) 285 0005
<b>ZF Mgcawu District post</b>	<b>Attention:</b> Human Capital Management, Private Bag X5911, Upington, 8800 or <b>E-mail:</b> <a href="mailto:ApplicationsZFM@sassa.gov.za">ApplicationsZFM@sassa.gov.za</a> or <b>Hand delivery:</b> 46 Schroder Street, Upington	<b>Enquiries: Ms Tshogfatso Molebalwa</b> <b>Tel:</b> (054) 337 0447

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.

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