

*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

### Assistant Manager: Financial Accounting - Debtors

Salary: R376 596 – R 443 601 p.a. exclusive of benefits  
Location: Northern Cape Regional Office - Kimberley (Ref No.: SAS 20/11/01)

**Requirements:** Candidates should hold a National Diploma or B.Com/B.Compt with Financial Accounting as major subject. At least 3-5 years' experience in debtors management (1 year should be on supervisory level). Knowledge of PFMA, Treasury Regulations, National Credit Act and the Magistrates Court Act; Knowledge of any of the following systems BAS, ORACLE, SAP or PASTEL; Knowledge of IFRS or GAAP or GRAP standards; Computer literacy and a valid driver's licence are essential.

**Duties:** Assists in performing, monitoring and executing the functions of revenue and debt management; Approve debt and revenue related transactions; Maximise collection of debts and revenue owing and due to the Agency; Reconciliation of debtors accounts as well as individual debtors; Prepare journals to clear general ledger accounts exceptions; Supervise cash collections and cash deposits; Implement internal controls; Assists in the preparation of month end and financial year end reports; Maintain proper filing of Debtors files; Supervise, manage performance and development of staff.

**Preference for the above position will be given to PWD, Coloured Male, followed by African Female as at the time of appointment**

### Team Leader: Grants Administration (Re-advertisement)

Salary: R316 791– R 373 167 p.a. exclusive of benefits  
Location: Pixley Ka Seme District – Nonzwakazi Local Office (Ref No.: SAS 20/11/02)

**Requirements:** Candidates should hold a B Degree or 3 year tertiary qualification in the relevant field and/or Senior Certificate with completed Certificate in Social Security, Advanced Certificate in Social Security and Post-Graduate Diploma in Social Security coupled with 3 years' supervisory experience in the Grants Administration (entire grants value chain); Knowledge of SOCPEN and MIS, SASSA's constitutional mandate and relevant policies and legislation in the Public Service; Knowledge of Social Security and poverty alleviation matters; Computer literacy and a valid driver's licence are essential.

**Duties:** The incumbent will be responsible for managing social security operations pertaining to grants and clients administration at Local Offices; Further areas of involvement include managing the processing, verification, approval/rejection of grants applications, and co-ordinating services at the service points; Managing the implementation of policies, procedure, beneficiary data and records as well as ensuring the compilation and analysis of all required reports; Ensuring the management of staff related function and other administrative duties.

**EE target is open to all race and gender**

NB: Applicants who previously applied for this post are advised to re-apply as their previous applications will not be considered

**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 or e-mailed applications will be accepted.

**Closing date: 27 November 2020**

Persons interested in applying for the following posts to be considered, should send their applications (CV, recently certified copies of qualifications, Drivers Licence and ID which are not older than 6 months - no copies of certified copies), including a **Fully completed and signed Z83** quoting the relevant reference number to the relevant address:

**Regional Office post:** Attention: Human Capital Management, Private Bag X6011, Kimberley, 8300  
**Hand delivery:** 95 Du Toitspan Road, Kimberley. Enquiries: Ms. Natasha Breda (053) 802 4963

**Pixley Ka Seme District post:** Attention: Human Capital Management, Private Bag X1015, De Aar, 7000.  
**Hand delivery:** Liebenhof building, corner Mclvor and Voortrekker Street, De Aar. Enquiries: Ms Emelly Booysen (053) 632 6024

**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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