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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: Management Accounting (salary level 11)

Salary: R 733 257 – R 863 748 inclusive of benefits

Location: Northern Cape Regional Office - Kimberley (Ref No. SAS 21/08/01)

Minimum Requirements: Candidates should hold an undergraduate qualification with a minimum of 360 credits (NQF Level 6) as recognized by SAQA in Management Accounting or Financial Management (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; Extensive knowledge and experience, in accrual accounting and GRAP standards, Public Finance Management Act (PFMA), Treasury Regulations on public entity and other relevant regulations; ERP knowledge on Oracle or SAP or AccPacc or Accrual accounting compliant systems will serve as an added advantage and a valid driver's license is essential.

Duties: The incumbent will manage the unit to ensure that strategic plan, operational plan, budget and resources are optimally implemented and managed; Ensure implementation of budget guidelines; Assist with the development of procedure manuals/instructions on policies and budget processes; Monitor the implementation of financial policies and procedures; Manage the realignment of the regional budget planning to the strategic and operational plans of the Agency; Analyse and monitor the implementation of budget allocations; Oversee IYM meetings in the region; Analyse and validate the expenditure and reports on the budget; provide recommendations with regards to remedial steps in relation to deviations; Approve journals of misclassified and commitments expenditures; Coordinate accurate expenditure projections; Implement and coordinate financial system support within the region; Analyse regional compliance to procedures and prescripts; Validate the post audit findings report, irregular, fruitless, wasteful and losses expenditure; Prepare documentation for the Regional Misconduct Board, Assist with the coordination of annual and interim audit; Implement Management Accounting Operational plan; Manage the resources within the Unit. Prepare and submit monthly reports; Submit inputs for preparation of Annual Financial Statements.

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

Manager: Supply Chain Management (salary level 11)

Salary: R 733 257 – R 863 748 inclusive of benefits

Location: Northern Cape Regional Office - Kimberley (Ref No. SAS 21/08/02)

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 management of demand plans; Training of end users; Provide asset and inventory management services; Provide support to the Regional BID Adjudication Committee (RBAC); Render travel and accommodation services; Develop and monitor database of suppliers; Monitor services rendered by suppliers; Address audit queries; Manage staff performance and resources of the unit.

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

Assistant Manager: Labour Relations: (salary level 09)

Salary: R376 596 – R443 601 p.a. exclusive of benefits

Location: Northern Cape Regional Office – Kimberley (Ref No. SAS 21/08/03)

Minimum Requirements: Candidates should hold an undergraduate qualification in Labour Relations/Human Resource Management/Labour Law or related field with a minimum of 360 credits (NQF Level 6) as recognized by SAQA coupled with 3 – 5 years' experience in the relevant field. Computer Literacy and a valid driver's license are essential.

Duties: The candidate will be responsible to assist with the process of Collective Bargaining on a Regional level; Assist with the facilitation of Labour relations cases in respect of dispute resolution; grievances and disciplinary cases within the Region. Provide advice on labour relations matters; Assist with the facilitation of labour relations training within the Region as well as to manage subordinates

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

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Assistant Manager: Financial Services X 2 Posts: (salary level 09)

Salary: R376 596 – R443 601 p.a. exclusive of benefits

Location: Frances Baard District – Kimberley (Ref No. SAS 21/08/04)

Location: Pixley Ka Seme District – De Aar (Ref No. SAS 21/08/05)

Minimum Requirements: Candidates should hold an undergraduate qualification with a minimum of 360 credits (NQF Level 6) as recognized by SAQA in Financial/ Accounting coupled with 3 – 5 years' experience in the relevant field. Computer Literacy and a valid driver's license are essential.

Duties: The candidate will manage the Division: Financial Services (including inputs on the development/ implementation of operational plans linked to strategic plan and alignment of resources to ensure implementation thereof); Manage the performance and development of staff; Ensure the implementation, monitoring, evaluation and continuous improvement of financial accounting systems and strategies within the Province; Assist with the management of provincial banking and the rendering of a booking keeping function; Administrate salary and financial related matters such as Debtors, Creditors, Cash Flow management and Loss Control; Compile financial statements and facilitate transfer payment; Develop and maintain management function information sources in relation to financial accounting; Collect and analyse data on services, report findings; Maintain management information on sources in relation to financial accounting, collect and analyse data on services and report findings; Perform Service Level Agreement management; Develop/ implement strategies to ensure optimisation of the unit's service delivery, resource utilisation and client satisfaction index.

Preference for the above positions:

Frances Baard District - will be given to Person with disability / Coloured Male followed by African Male/ Coloured Female respectively as at the time of appointment

Pixley Ka Seme District - will be given to Person with disability / African Male / Coloured Male followed by White Male / White Female respectively as at the time of appointment

Practitioner: Customer Care: (salary level 08)

Salary: R 316 791 – R 373 167 p.a. exclusive of benefits

Location: Northern Cape Regional Office – Kimberley (Ref No. SAS 21/08/06)

Minimum Requirements: Candidates should hold an undergraduate qualification with a minimum of 360 credits (NQF Level 6) as recognized by SAQA in the relevant field, coupled with 2-3 years' relevant experience; Computer literacy and a valid driver's licence is an 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.

Preference will be given to Person with disability, Coloured Male followed by African Female respectively as at the time of appointment

Practitioner: Personnel Provisioning and Maintenance: (salary level 08)

Salary: R316 791.00- 373 167.00 p.a. exclusive of benefits

Location: Northern Cape Regional Office - Kimberley (Ref No. SAS 21/08/07)

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

Duties: The incumbent will render a comprehensive function to manage, supervise and assist with administration processes pertaining to the following human capital operational processes which includes: Recruitment, selection and appointment; Staff allowance; Staff resettlement; Movement/ Transfer of staff between component, units regions etc.; Secondments; Long service awards; Leave administration/ Support offices with regards to online leave; Termination of service, Assist with the development and compilation of statistical reports on human capital matters, Advice/ assist/ support district offices and local offices with human capital operational issues, Manage and provide assistance in terms of the following: User support and optimally usage of Oracle system; Ensure policy compliance; Manage the performance and development of staff.

Preference will be given to Person with disability, Coloured Male followed by African Female respectively as at the time of appointment

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Practitioner: Facilities and Auxiliary Services: (salary level 08)

Salary: R 316 791 – R 373 167 p.a. exclusive of benefits
Location: Northern Cape Regional Office - Kimberley (Ref No. SAS 21/08/08)

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

Duties: Assist in conducting physical infrastructure needs assessments. Assist with acquisition of Local offices and Renewal of Leases; Assist with monitoring of Projects and drafting progress reports; Manage major technical projects, day to day maintenance and repair of buildings; Conduct site inspections and Maintain assets register; manage service level agreements of Lease agreements; Coordinate and monitor payments of monthly rental of offices and municipal services; Conduct OHS inspections in the Region; Supervise, manage performance and development of staff.

Preference will be given to Person with disability, Coloured Male followed by African Female respectively as at the time of appointment

Clerk: Labour Relations: (salary level 05)

Salary: R 173 703 – R 204 612 p.a. exclusive of benefits
Location: Northern Cape Regional Office - Kimberley (Ref No. SAS 21/08/09)

Minimum Requirements: Candidates should hold a Senior Certificate coupled with 0-1 year relevant experience, a B degree or National Diploma with Labour Relations /Labour Law/or other relevant modules with a minimum of 360 credits (NQF Level 6) as recognized by SAQA will serve as an added advantage; Computer Literacy and valid driver's license are essential.

Duties: The incumbent will render general clerical support services; Assist with the facilitation of Labour Relations training and maintain a training database; Assist to maintain a support database for Labour Relations cases in the Region; Support the Labour Relations Unit with administrative matters; Assist with the compilation of statistical reports on labour relation matters.

Preference will be given to Person with disability / Coloured Male followed by Coloured Female followed by White Male respectively as 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: 17 September 2021

Applicants interested in applying for these posts 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 sent to the incorrect inbox/email will not be considered. 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: 4 th Floor, 95 Du Toitspan Road, Kimberley.	Enquiries: Ms Nelisiwe Cele Tel: (053) 802 4956
Frances Baard District post	Attention: Human Capital Management, Private Bag X5033, Kimberley, 8300 or E-mail: ApplicationsFB@sassa.gov.za or Hand delivery: 10th Floor, 95 Du Toitspan Road, Kimberley	Enquiries: Ms Glodean Peterson Tel: (053) 802 7557
Pixley Ka Seme District post:	Attention: Human Capital Management, Private Bag X1015, De Aar, 7000. E-mail: ApplicationsPKS@sassa.gov.za Hand delivery: Liebenhof building, corner Mclvor and Voortrekker Street, De Aar.	Enquiries: Ms Emelly Booysen Tel: (053) 632 6024

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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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