

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



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

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

WESTERN CAPE REGION

PRACTITIONER: HUMAN CAPITAL PROVISIONING AND MAINTENANCE - HCM (RE-ADVERT)

Salary: R316 791- R373 167(SL 8) p/a exclusive of benefits.

Location: Regional Office, Cape Town (**REF:PRAC2020/HCM**)

Minimum Requirements: Candidates should hold a B Degree/National Diploma/NQF equivalent qualification coupled with 2 - 3 years' experience in the relevant field. Computer Literacy and a Valid Driver's license are essential.

The incumbent will:- Manage, supervise and assist with administration processes pertaining to the following Human Capital Operational processes: Recruitment, Selection and Appointment, Staff Allowances, Staff Resettlement, Movement/Transfer of staff between component, unit's regions etc. Secondments, Long Service Awards and State Guarantees, Leave Administration, Termination of Services, 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, effective utilization of staff structure and establishment, management information. Management functions such as: Supervision of staff, Leave, Staff development and training, Disciplinary matters, Performance appraisal in terms of the PMDS and Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, Part 3)

Preference for the above position will be given to Persons with Disability, Coloured Male, Coloured Female followed by White Male as at the time of appointment.

Important notes: All these positions are advertised with minimum requirements. Appointment will be subject to a compulsory pre-employment screening in the form of qualification, reference, ITC, criminal checks and compulsory competency assessment (where applicable). It is our intention to promote representivity in terms of race, gender and disability 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. SASSA is under no obligation to fill a post after the advertisement thereof. Please note: All SASSA staff are subjected to compulsory Security Vetting on appointment. **Closing Date: 9 October 2020 @ 16:00.**

Toll free: 0800 60 10 11
www.sassa.gov.za

SASSA News @OfficialSASSA



social development
Department:
Social Development
REPUBLIC OF SOUTH AFRICA



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



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

Applicants interested in applying for these posts should send their applications via email to:
WC-Applications@sassa.gov.za.

ONLY the Reference Number to be included in the Subject heading of your e-mail.

Applications must be limited to: Z83 & CV (4 pages max) (NQF level must be indicated in respect of highest tertiary qualification).


Only one attachment / application per e-mail. All the above documents to be scanned in black & white only
– no separate documents will be allowed.

Strictly applications meeting the above criteria will be considered.

Enquiries: Ms Zanele Ngcanga – 021 469 0448 / Ms Eurica Potgieter – 021 469 0455.

If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application has been unsuccessful.

Toll free: 0800 60 10 11
www.sassa.gov.za

 SASSA News  @OfficialSASSA



social development
Department
Social Development
REPUBLIC OF SOUTH AFRICA

