

*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

Senior Grants Administrator: Grants Administration

Salary: R257 508 – R 303 339 p.a. exclusive of benefits
Location: Frances Baard District: Thlokomelo Local Office (Ref No.: SAS 21/09/01)

Requirements: Candidates should hold a Senior Certificate coupled with 7 years' experience in Social Security (Grants Value Chain) and/ or hold an undergraduate qualification with a minimum of 360 credits (NQF Level 6) as recognized by SAQA with 3 years' experience in Social Security (Grants Value Chain); Computer literacy and a valid driver's licence are essential.

Duties: The incumbent will be responsible to check the completeness of grants applications and supporting documents, verify application and means test; approve or reject applications; Process other grants documents; Perform other grants value chain functions; Oversee the quality of the administration of social grants and advise on policies and processes within the grants value chain; Manage staff performance and resources; Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3).

Preference for the above position will be given to People with Disability / Coloured Male followed by African Male / Coloured Female 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: 27 September 2021

Applicants interested in applying for the 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 licence etc, should be submitted upon request.

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
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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 at the office before 16h00.

Failure to comply with the above will automatically disqualify candidates.

Toll free: 0800 60 10 11
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