

*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.

INTERNAL ADVERT: NORTHERN CAPE

Team Leader: Grants Administration

Salary: R 321 543– R 378 765 p.a. exclusive of benefits

Location: Frances Baard District – Hartswater Local Office: Re-Advertisement (Ref No. SAS 22/10/01)

Location: Pixley Ka Seme District – Sunrise (De Aar) Local Office (Ref No. SAS 22/10/02)

Minimum Requirements: Candidates should have a Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in the relevant field as recognized by SAQA coupled with 3 years' supervisory experience (Social Security); Computer literacy and a valid driver's licence are essential.

Added advantage: Understanding of Grants Administration, SASSA's constitutional mandate, relevant policies and legislation in the Public Service will be added advantage.

Duties: The incumbent will manage, support and create/provide conditions that enable social services delivery possible through ensuring efficient and effective grants administration; Coordination and supervision of grants administration teams and components; Promote Service Delivery; Management of staff at lower levels; and performing other generic functions

To view the detailed advert which contains the requirements of the posts, compliance and application process, please visit us at www.sassa.gov.za or toll free: 0800 60 10 11

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: 21 October 2022

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.

<p>Frances Baard District post:</p>	<p>Attention: Human Capital Management, Private Bag X5033, Kimberley, 8300 Or E-mail: ApplicationsFB@sassa.gov.za Or Hand delivery: 39 Chapel Street, Kimberley.</p>	<p>Enquiries: Ms Glodean Peterson Tel: (053) 802 7557</p>
<p>Pixley Ka Seme District post:</p>	<p>Attention: Human Capital Management, Private Bag X1015, De Aar, 7000. Or E-mail: ApplicationsPKS@sassa.gov.za Or Hand delivery: Liebenhof building, corner Mclvor and Voortrekker Street, De Aar.</p>	<p>Enquiries: Ms Emelly Booysen Tel: (053) 632 6024</p>

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 office before 16h00.

Failure to comply with the above will automatically disqualify candidates.

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

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social development
Department:
Social Development
REPUBLIC OF SOUTH AFRICA

