



*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.**

**Senior Manager: Labour Relations**

**Salary: R1 057 326- R1 245 495 p.a. including benefits**  
**Location: Head Office (Ref No SAS H/O 21/06/2020-17)**

Candidates should hold an undergraduate qualification (NQF Level 7) in the relevant field as recognized by SAQA coupled with 5 years experience at a middle/senior managerial level in the relevant field; Certificate for entry into the SMS (Senior Management Service) endorsed by the National School of Government; the candidates must have a broad understanding of the Public Service Management Framework as well as the SASSA Act; Computer literacy and a valid driver's license are essential. The candidate has to be conversant with the latest developments in legislation, rules and trends in the Labour Relations environment. A post graduate qualification (NQF level 08) will be an added advantage.

The Candidate will be responsible for providing strategic leadership and Management of the Labour Relations Unit; Manage and Control collective bargaining processes; Manage and control labour relations cases in respect of the dispute resolution, grievances and disciplinary cases within SASSA; Provide strategic leadership to SASSA to ensure sound labour relations management between management, staff and unions; Provide training on internal grievance and disciplinary processes; identification and management of risks; Provide leadership and management to the unit.

**Preference will be given to African Male followed by White Male/ Female and Person with Disability , respectively.**

**Senior Systems Administrator**

**Salary: R 733 257 – R 863 748 p.a. inclusive of benefits**  
**Location: Head Office – Pretoria (Ref No: SAS H/O 21/06/20-18)**

Candidates should hold a B Degree or 3 years' tertiary qualification in the relevant field coupled with 1 - 2 years' management experience in the relevant field; Minimum of three (3) years' experience in Systems Administration will be added advantage; a valid driver's license is essential.

The Candidate will be responsible for specifications, setup, configuration, maintenance, support and management of the server infrastructure; Maintenance and management the lifecycle of server hardware; Development and implementation of standard operating procedures as well as maintenance plans for basic systems (Active Directory, Exchange, Skype for Business, DFS/One-drive, SharePoint, TMS); Ensuring that all servers perform optimally and has adequate capacity; Systems backup administration and management; Ensure that the firmware is up to date and that basic systems are patched. Implement monitoring tools and ensure that the correct thresholds are used to trigger alerts; Develop and maintain disaster recovery plans for server infrastructure and basic services; Ensure that recommended best practices are adhered to; Take lead in the diagnoses and resolution of noted challenges; Manage all third parties providing services and ensure that SLA is met.

**Preference will be given to African Male followed by Person with Disability and White Male/ Female, respectively.**

**Network Engineer**

**Salary: R 733 257 – R 863 748 p.a. inclusive of benefits**  
**Location: Head Office – Pretoria (Ref No: SAS H/O 21/06/20-19)**

Candidates should hold a B Degree or 3 years' tertiary qualification in relevant field coupled with 1 - 2 years' management experience in the relevant field. Minimum of three (3) years' experience in ICT network Engineering will be added advantage; a valid driver's license is essential.

The Candidate will be responsible for planning, designing, implementation, maintenance and support of the network infrastructure (VPN, LAN, WAN and VoIP solution). Take ownership of configuration management, change management and maintain records respectively. Develop and maintain standard(s) for network configuration. Maintain control of all installations and decommissioning of routers, switches and wireless network equipment; Evaluate LAN/WAN performance and make recommendations to upgrade or downgrade where necessary (network management tools); Maintain up-to date network documentation; Investigate ways of monitoring ICT network usage to enable optimal capacity management and performance improvement; Take lead in the diagnoses and resolution of noted network challenges; Compile and deliver root cause analysis. Manage post implementation support of network related systems/services; Perform proactive monitoring of WAN/LAN/VoIP and make recommendations to resolve any issues and ensure optimal performance; Evaluate and recommend network products with a view to optimize network performance and reliability; Ensure that recommended best practices are adhered to; Manage all third parties providing network services and ensure that SLA is met.

**Preference will be given to African Male followed by Person with Disability and White Male/ Female, respectively.**

**Important notes: All these positions are advertised with the minimum requirements. Appointments will be subjected to compulsory pre-employment screening in the form of qualification, reference, ITC, criminal checks, technical test and compulsory competency assessment. Candidates applying for Senior Management (SMS) posts, are required to complete a Senior Management pre-entry programme as endorsed by the Nation School of Government (NSG). The course is available on this link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. It is our intention to promote representivity in terms of race, gender and disability through the filling of this posts and candidates whose appointment will promote representivity will receive preference. It is the applicant's responsibility to have foreign qualifications evaluated by 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. E-mailed applications will be accepted. Closing date: 06 July 2020.**

**Applicants interested in applying for these posts should send their applications (CV and covering letter only, quoting the relevant reference number and position name as per the advert) to [applications@sassa.gov.za](mailto:applications@sassa.gov.za). Kindly note that copies of qualifications, certificate, ID and driver's license etc should be submitted upon request.**

Enquiries: Mr Tlou Moloto

Tel No: (012) 400 2326

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

Visit us at [www.sassa.gov.za](http://www.sassa.gov.za) or toll free: 0800 60 10 11

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**social development**  
Department:  
Social Development  
REPUBLIC OF SOUTH AFRICA

