



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

*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.

General Manager: Finance x2

Salary: R1 251 183 – R1 495 956 p.a. inclusive of benefits

Location: Eastern Cape Regional Office - (Ref No: SAS EC 22/03/2020-10)

Location: Northern Cape Regional Office - (Ref No: SAS NC 22/03/2020-11)

Candidates should hold an undergraduate qualification at NQF level 7 with Financial Accounting as a major subject coupled with 5 years' experience at a Senior Management level in the various disciplines related to Financial Management; A post graduate qualification in Accounting and completed articles will be an added advantage; Extensive knowledge, experience, interpretation and application of accrual accounting and GRAP standards, SA-GAAP and IFRS; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations on public entity's and other relevant regulations; ERP knowledge on Oracle or SAP or AccPacc or accrual accounting compliant systems and a valid driver's license are essential.

The candidates will provide an effective and efficient financial management services; Manage and co-ordinate the Regional Office's financial planning, Compile and manage the Regional budget, Manage MTEF budget process, Manage the revenue and expenditure of the Region, Ensure alignment of the Regional strategic plan to the budget; Manage the Regional Office's financial accounting process, Manage banking services, Render a bookkeeping function, Manage salary related matters, Render financial administration service e.g. Debtors, Creditors, Financial System and Loss Control, Compile financial statements and Transfer payments; Manage the Regional Office's supply chain management services, Co-ordinate and support the procurement process, Maintain and control consumable stores, Development of a register for the management of different Regional Office assets, Manage losses/ surpluses, donations and disposal of assets, Record assets e.g. their classification on the asset register; Manage and lead Team, Manage the implementation of the Units' Operational Plans (Performance management; Meetings and Communication; Delivery tracking and contingency planning, Status reporting), Manage staff development, Manage the monitoring of attendance, staff conduct and discipline, Manage and optimize the Department's expenditure, Manage Service Level Agreements, Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3).

Eastern Cape - Preference will be given to African Female /Person with Disability followed by coloured Female and White Female, respectively as at the time of appointment.

Northern Cape - Preference will be given to African Male/Coloured Female/Person with Disability followed by White Male, respectively as at the time of appointment.

General Manager: Grants Administration x2

Salary: R1 251 183 – R1 495 956 p.a. inclusive of benefits

Location: KZN Regional Office (Ref No: SAS KZN 22/03/2020-12)

Location: Northern Cape Regional Office: (Ref No: SAS NC 22/03/2020-13)

Candidates should hold an undergraduate qualification (NQF level 7) as recognized by SAQA in the relevant field coupled with 5 years' experience at a senior management level in the relevant field; Knowledge of SASSA's mandate, policies, legislation, Social Security, Poverty Alleviation; Understanding the demographics of the province and social-economics realities experience; Computer literacy and a valid driver's license are essential.

The Candidates will be responsible for the management of the operations pertaining to Grants Administration and will outline strategic and services delivery improvement interventions; Management of the Department – Grants Administration; Promote the development for a needs based; manage customer care and enquiries; sustainable social assistance policy; handle operations related to all types of grants; Manage the contracts of service providers and build sound relations with all business sectors in the upliftment of the previously marginalized communities; Manage beneficiary maintenance unit and beneficiary records.

KwaZulu-Natal - Preference will be given to People with Disability followed by African Female and Indian Female / African Male, respectively as at the time of appointment.

Northern Cape - Preference will be given to African Male/Coloured Female/Person with Disability followed by White Male, respectively as at the time of appointment.

General Manager: Internal Audit

Salary: R1 251 183 – R1 495 956 p.a. inclusive of benefits

Location: Head Office (Ref No: SAS H/O 22/03/2020-14)

Candidate should hold an undergraduate qualification (NQF level 7) as recognized by SAQA coupled with 5 years' experience at a senior management level in the relevant field; The CIA (Certified Internal Auditor) qualification will be an added advantage; Knowledge of Team Mate, ACL (Audit Command Language), Bowl Owl software, Computer literacy and a valid driver's license are essential.

The Candidate will ensure good corporate governance within SASSA through the provisioning of internal audit and risk management services; Manage and lead the development and implementation of an internal audit risk management strategy for the Agency; Manage the internal audit function within the Agency to enhance compliance and maximize efficiency of internal controls; Provide strategic support services to the Internal Audit Committee and Management of the Department.

Preference will be given to African Male followed by African Female and White Male / Female, respectively as at the time of appointment.

Senior Manager: Business Solutions

Salary: R1 057 326- R1 245 495 p.a. inclusive of benefits

Location: Head Office (Ref No: SAS H/O 22/03/2020-15)

Candidate should hold an undergraduate qualification (NQF Level 7) as recognized by SAQA in the relevant field coupled with 5 years' experience at a middle/senior management level in the relevant field; Knowledge in the fields of policy and governance, financial management, management of mainframe environments and projects, integration to relational databases, system development life cycle, disaster recovery, client support, software support and problem support and business intelligence analysis is essential. Computer literacy and a valid driver's license is essential. A post graduate degree, experience in social assistance and social security will be an added advantage.

The candidate will be responsible to manage and maintain the grant administration business solutions system (Socpen) at a National level within the Agency in terms of staff, service providers, stakeholders, technology and functional aspects; Develop, implement, maintain, manage and support various business solutions; Provide guidance on system integration, enhancements and new solutions; Overall engagement with- and management of external and internal service providers, other 3rd party stakeholders, as well as government agencies and departments; Provide strategic leadership and management to the Unit.

Preference will be given to African Female followed by Person with Disability and African Male respectively as at the time of appointment.

Important notes: All these positions are advertised with the minimum requirements. Appointments will be subjected to compulsory preemployment screening in the form of qualification, reference, ITC, criminal checks and compulsory competency assessment. It is our intention to promote representivity in terms of race, gender and disability through the filling of this post 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. Faxed or e-mailed applications will not be accepted. Should candidates wish to apply for more than 1 post, separate application forms should be completed and sent to the relevant SASSA office on or before the **Closing date: 06 April 2020.**

Applicants interested in applying for these posts should send their applications (CV, recently certified copies of qualifications, driver's license, ID including a fully completed and signed Z83 form) quoting the relevant reference number to the relevant address:

Attention: Human Capital Management, Pretoria- Head Office Postal address: SASSA P/Bag x55662, Arcadia, Pretoria, 0083. Hand delivery: SASSA House, 501 Prodinsa Building, Cnr Steve Biko Rd (Beatrix) and Pretorius Street, Arcadia, 0001. Enquiries: Mr Tlou Moloto 012 400 2326.

Attention: Manager: Human Capital Management, Eastern Cape Regional Office Address, SASSA, Private Bag X9001, East London 5201. Hand delivery: SASSA Office Park, BKB Building, corner Fitzpatrick and Merino Road, Quigney, East London. Enquiries: Ms Z. Nqowana 043 707 6522

Attention: Human Capital Management, Northern Cape Regional Office Address, Private Bag X6011, Kimberley, 8300 Hand delivery: 95 Du Toitspan Road, Kimberley. Enquiries: Ms Nelisiwe Ntsadu (053) 802 4956

Attention: Human Capital Management, KZN Regional Office Address. Private Bag X9146, Pietermaritzburg, 3200. Hand delivery: 1 Bank Street, Pietermaritzburg, 3200. Attention to Mr JS Phoseka (033 846 3456).

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 or toll free: 0800 60 10 11

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social development
Department:
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