



*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.

Manager: Customer Care

Salary: R 733 257 – R 863 748 p.a. inclusive of benefits
Location: Head Office – Pretoria (Ref No.: Ref No: 17/03/20-03)

Candidate should a B Degree or 3 years tertiary qualification in the relevant field coupled with 1-2 years proven managerial experience in the relevant field; knowledge of SASSA's Constitutional mandate, relevant policies and legislation; Knowledge of social security management and poverty alleviation matters; Computer literacy and a valid driver's license are essential.

The candidate will manage the integrated Community Registration Outreach Programme (ICROP); Engage in special promotional events organized and planned by different spheres of government; Manage and Coordinate the Customer relations strategy in the Agency and promote effective implementation of the SASSA Customer Care Charter; Manage customer enquiries and complaints; Manage the Internal Reconsideration Mechanism; Provide advice on social assistant legislation, policies and procedures and Assist with the Management of the Unit; Develop and coordinate help desk management strategies and promote improvements.

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

Practitioner: Salary Administration

Salary: R316 791- R373 167 exclusive of benefits
Location: Head Office (Pretoria) (Ref No: 16/03/20-04)

Candidate should hold a relevant B Degree or 3 years tertiary qualification in Finance with Accounting / Financial Accounting as subjects coupled with 2 – 3 years' experience in the various disciplines related to Salary Administration; Knowledge, experience, interpretation and application of accrual accounting and GRAP standards, Public Finance Management Act (PFMA), Treasury Regulations on public entity and other regulations; ERP knowledge on Oracle or SAP or AccPacc or accrual accounting compliant systems, computer literacy and a valid driver's license are essential

The candidate will implement the operation plan of the Payroll Unit; clear suspense accounts; approve allowances, deductions and other salary related transactions; administer recalls, re-issues and salary reversals; liaise with GEPEF, National Treasury and Business Support Centre, attend to salary and tax related queries; implement payroll policies and practices with applicable GRAP standards, SA-GAAP and IFRS, PFMA, Treasury Regulations, Constitution and other various regulations.

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

Practitioner: Financial Accounts

Salary: R316 791- R373 167 exclusive of benefits
Location: Head Office (Pretoria) (Ref No: SAS 17/03/20-05)

Candidate should hold a relevant B Degree or 3 years tertiary qualification in Financial Accounting/Public Finance and Accounting

coupled with 2 – 3 years' experience in public/private sector financial accounting sphere; knowledge, experience, interpretation and application of accrual accounting, ERP compliant systems, Caseware Software, GRAP standards, Public Finance Management Act and Treasury Regulations on public entities will be an added advantage; computer literacy and a valid driver's license are essential.

The candidate will prepare and resolve the bank reconciliation for the sassa paymaster general bank account on a daily basis; render financial accounting support services to the finance branch and regions; administer financial month end closure of all sub ledgers; opening and closing of general ledger accounting periods; prepare and facilitate consolidated month end reporting on sub ledger and general ledger accounts for management; prepare quarterly and annual financial statements in accordance with GRAP standards and PFMA; preparation and posting of manual and adjustment journals; compile comprehensive audit file and lead sheets for the financial statements; comply with internal controls

Preference will be given to White Male followed by Person with Disability and coloured female/ Indian Female 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: **30 March 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:

Head Office: Attention: Manager: HCM, 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.

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
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