

*paying the right social grant, to the right person,
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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.

NORTHERN CAPE ADVERT

Local Office Manager: Grants Administration

Salary: R869 007 – R1 023 645 p/a (Inclusive of benefits)
Location: Pixley Ka Seme District: Sunrise Local Office / De Aar (Ref No.: SAS 20/08/01)

Requirements: Candidates should have a B degree or a 3 year tertiary qualification coupled with 1-2 years management experience in the relevant field; Knowledge of SASSA's Constitutional mandate, relevant policies and legislation in Public Management; Knowledge of Social Security services and poverty alleviation matters; Computer literacy and a valid driver's license are essential.

Duties: The incumbent will be responsible for the management of the divisions at the Local Office; Provide Support Services - Human Capital Management, Financial Accounting and Supply Chain Management services, including Fleet Management, Facilities Management, ICT enquiries and Records Management; Management of the Grant Administration (Operations Management, Customer Care Management, Pay Point Management, Disability Management and Beneficiary Maintenance); Compilation of the operational plan; Manage resources, stakeholder engagements and outreach programmes; Data acquisition, analysis and management of information/reporting to the District.

Preference for the above positions will be given to People with Disability, followed by African Females or Coloured Females as at the time of appointment

Assistant Manager: Grants Administration (Re-advertisement)

Salary: R 470 040 – R 553 677 p.a. exclusive of benefits
Location: Frances Baard District: Tihokomelo Local Office (Ref No.: SAS 20/08/02)

Requirements: Candidates should hold a B Degree or 3 year tertiary qualification in the relevant field coupled with 3 – 5 years' supervisory experience in Grants Administration; or Operations Management and service delivery improvement. Knowledge of SASSA's Constitutional mandate; relevant policies; regulations; legislation and poverty alleviation matters will be advantageous; Computer literacy and valid driver's licence are essential.

Duties: The incumbent will manage the alignment of processes and procedures to legislation and formulate operational guidelines, procedures and processes; Ensure capacity building of all stakeholders in respect of uniform interpretation of legislation and policies; Ensure compliance and execution of social security programmes; Implement strategies for service delivery improvements; Manage stakeholder's collaborations with regard to social security programmes; Manage performance and development of staff in the immediate span of control; Assist with operational planning in the office.

Preference for the above positions will be given to People with Disability followed by Coloured Males, Coloured Females and by White Males as at the time of appointment

NB: Applicants who previously applied for this post are advised to re-apply as their previous applications will not be considered

Assistant Manager: Supply Chain Management

Salary: R376 596 – R 443 601 p.a. exclusive of benefits
Location: ZF Mgcawu District: District Office (Ref No.: SAS 20/08/03)

Requirements: Candidates should hold a relevant B Degree or a 3 year National Diploma with Financial Accounting or Logistics Management or Purchasing or Economics as major subject coupled with 2-3 years' experience in the various discipline related to financial management. Knowledge, experience, interpretation and application of accrual accounting and GRAP standards will serve as added advantage. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations on public entity and other relevant regulations is necessary. ERP knowledge on Oracle or SAP or AccPacc compliant systems is necessary. Valid driver's license is essential.

Duties: The incumbent will ensure that operational plan; budget and resources are optimally implemented and managed; implement procurement system for the acquisition of stores, goods and services which is cost effective; submit demand plan; ensure all purchase orders and blankets purchase agreement are received; ensure invitation of quotations and tenders; liaise with service providers in respect of supply and delivery of goods procured; close purchasing modules monthly and assist in preparing audit pack for internal and external audit purposes; Ensure compliance with procurement policies and practices with applicable GRAP standards, A GAAP and IFRS, PFMA, Treasury Regulations; Constitution, PPPFMA and other various regulations; respond on all procurement internal and external audit queries; prepare and submit monthly reports; Provide assets management services

Preference for the above position will be given to African Males followed by Coloured Males or White Males as at the time of appointment

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NORTHERN CAPE ADVERT

Practitioner: Supply Chain Management (Re-advertisement)

Salary: R 316 791 – R 373 167 p.a. exclusive of benefits
Location: Northern Cape Regional Office - Kimberley (Ref No.: SAS 20/08/07)

Requirements: Candidates should hold National Diploma/ B-Tech/ Bcom with accounting or purchasing or logistics or economics as major subjects coupled with 2 to 3 years' relevant experience; Knowledge, experience, interpretation and application of accrual accounting and GRAP standards will be an added advantage; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations on public entity and other relevant regulations; knowledge of ERP system such as Oracle or SAP or AccPacc or accrual accounting compliant system is necessary. Computer literacy and a valid driver's licence are prerequisites.

Duties: The incumbent will implement the operational plan of demand and acquisition unit. Invite quotations and tenders as per demand plan; liaise with Service providers in respect of supply and delivery of goods procured; ensure that suppliers are rotated; Receipt all requisitions, purchase orders, blanket purchase agreements. Implement procurement policies and practises with applicable GRAP standards, SA-GAAP and IFRS, PFMA, Treasury Regulations, Constitution, Preferential Procurement Policy Framework Act and other various regulations.

Preference for the above position will be given to Coloured Males followed by African Females as at the time of appointment

NB: Applicants who previously applied for this post are advised to re-apply as their previous applications will not be considered

Senior Grants Administrator: Grants Administration X2

Salary: R257 508– R 303 339 p.a. exclusive of benefits
Location: John Taolo Gaetsewe District: Olifantshoek Local Office (Ref No.: SAS 20/08/05)
Location: Pixley Ka Seme District: Prieska Local Office (Ref No.: SAS 20/08/06)

Requirements: Candidates should hold a Senior Certificate coupled with 7 years' experience in Social Security (Grants Value Chain) and/ or National Diploma/Degree/NQF equivalent qualification 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).

Olifantshoek Local Office: Preference for this position will be given to Coloured Males followed by Coloured Females, White Males or White Females as at the time of appointment

Prieska Local Office: Preference for this position will be given to People with Disability followed by African Males followed by Coloured Males/ White Males / White Females as at the time of appointment

Grants Administrator: Grants Administration

Salary: R173 703– R 204 612 p.a. exclusive of benefits
Location: Namakwa District: Brandvlei Local Office (Ref No.: SAS 20/08/08)

Requirements: Candidates should have a Senior Certificate; Knowledge in the Grants Administration/Social Security environment; Computer literacy is essential and a valid driver's licence will be an added advantage.

Duties: The incumbent will effectively render Social Security services; Screening and completing customer checklists; Receive applications in terms of the relevant Act; Attend to social grants related queries to prevent litigation; Prepare statistical performance templates; Review all identified grants in terms of the Act and Regulations; Prepare and process grants on SOCPEN; Assist in completion of projects and prepare recommendations for management.

Preference for the above position will be given to People with Disability followed by African Males and White Males as at the time of appointment

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NORTHERN CAPE ADVERT

Clerk: General Support

Salary: R173 703– R 204 612 p.a. exclusive of benefits
Location: Namakwa District: District Office (Ref No.: SAS 20/08/09)

Requirements: Candidates should have a Senior Certificate; Knowledge and experience of transport/fleet management or registry or facilities maintenance. The candidate must be computer literate and have a valid driver's license.

Duties: The incumbent will effectively render clerical duties such as Transport services, Registry services, monitoring of service providers for Cleaning, facilities maintenance, perform general support services, etc

Preference for the above position will be given to People with Disability followed by African Males followed by White Males 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 or e-mailed applications will be accepted.

Closing date: 11 September 2020, before 16:00

Persons interested in applying for the above posts to be considered, should send their applications (CV, recently certified copies of qualifications, Drivers Licence and ID which are not older than 6 months - no copies of certified copies), including a **Fully completed and signed Z83** form quoting the relevant reference number to the relevant address below:

Regional Office post: Attention: Human Capital Management, Private Bag X6011, Kimberley, 8300.
Hand delivery: 95 Du Toitspan Road, Kimberley. Enquiries: Ms. Natasha Breda (053) 802 4963.

Frances Baard District post: Attention: Human Capital Management, Private Bag X5033, Kimberley, 8300.
Hand delivery: 95 Du Toitspan Road, Kimberley. Enquiries: Ms. Glodean Peterson (053) 802 7557.

John Taolo Gaetsewe District post: Attention: Human Capital Management, Private Bag X1534, Kuruman, 8460.
Hand delivery: 13-17 Main Road, Mahindra building, Kuruman. Enquiries: Ms Gomolemo Lekgetho (053) 714 3515/16.

ZF Mgcawu District post: Attention: Human Capital Management, Private Bag X5911, Upington, 8800.
Hand delivery: 27 Scott Street, Old Orang Hotel building, Upington. Enquiries: Ms Claudia Swayi (054) 337 0400 ext 447.

Namakwa District posts: Attention: Human Capital Management, Private Bag X21, Springbok, 8240.
Hand delivery: 8 Hospital Street, Springbok, Enquiries: Mr Godson Mdlalana (027) 712 2646 or 027 712 1015.

Pixley Ka Seme District posts: Attention: Human Capital Management, Private Bag X1015, De Aar, 7000.
Hand delivery: Liebenhof building, corner Mclvor and Voortrekker Street, De Aar. Enquiries: Ms Emelly Booysen (053) 632 6024.

Failure to comply with the above will automatically disqualify candidates.

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.

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