

*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: Office of the CEO
Salary: R1 251 183 – R1 495 956 p.a. inclusive of benefits
Location: Head Office (Ref No.: SAS H/O 25/08/20-21)
Duration: 5 years contract

Senior Manager: Customer Care and Auxiliary Services X3
Salary: R1 057 326- R1 245 495 p.a. including benefits
Location: Eastern Cape Regional Office (Ref No.: SAS EC 25/08/20-24)
Duration: Permanent

The candidate will be required to provide an integrated supply chain management service to the Agency; Provide supply chain demand management services; Acquire goods and services in a fair, equitable / competitive and cost effective manner; provide an asset management function and administer movable assets; ensure compliance of procurement policies and legislation and Manage resources and matters pertaining to staff.

The application for the above position must be sent to applicationsKZN@sassa.gov.za

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

Candidates should hold an undergraduate qualification (NQF Level 7) in the relevant field as recognized by SAQA coupled with 5 years' experience at a senior management 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.

Candidates should hold an undergraduate qualification (NQF level 7) as recognized by SAQA in the relevant field coupled with 5 years middle/ senior management level experience in the relevant field; Certificate for entry into the SMS (Senior Management Service) endorsed by the National School of Government; Knowledge of SASSA Constitutional mandate, relevant policies and legislation in Public Management, Social Security Management and poverty alleviation matters; Computer literacy and a valid driver's license are essential. A post graduate qualification (NQF level 08) will be an added advantage.

Free State: Preference will be given to White Female, followed by White Male and/ People with Disability respectively.

Senior Manager: Human Capital Management
Salary: R1 057 326 – R1 245 495 p.a. inclusive of benefits
Location: KwaZulu Natal Regional Office (Ref No.: SAS KZN 25/08/20-34)
Duration: Permanent

The application for the above position must be sent to applicationsNC@sassa.gov.za

General Manager: Internal Audit
Salary: R1 251 183 – R1 495 956 p.a. inclusive of benefits
Location: Head Office (Ref No.: SAS H/O 25/08/20-38)
Duration: Permanent

The candidate will provide strategic and executive support to the CEO in the execution of functions: Facilitate collaboration between the office of the CEO and key strategic stakeholders. Facilitate, coordinate and manage various strategic events, projects and programs identified to meet short, medium and long term objectives within the CEO's Office. Oversee and follow-up on projects with staff on timely and quality execution of planned activities related to strategic projects and decisions taken by the CEO. Liaise with internal and external stakeholders on issues pertaining to policy, strategy, high-level coordination of systems/ processes and other content issues involved with the Office of the CEO. Facilitate and coordinate the implementation of high-level decisions within the Agency. Compose and prepare highly confidential correspondence on behalf of the CEO. Maintain the stakeholder relationship database accordingly. Coordinate and address sensitive issues upon request by the CEO. Draft presentations; Monitor operational status report progress against performance targets and assist the CEO to deploy remedial actions as required. Ensure effective management of all operations and functions in the Office of the CEO. Documents and reports from the office of the CEO are responsive to the standards set. Provides leadership to build relations crucial to improve organizational efficiency by managing special projects for the CEO. Participate in the development of the strategy, policies and plans for the Agency. Work closely with the Agency's Monitoring and Evaluation unit. Resolve operational queries (internal and external) directed at the CEO and coordinate appropriate responses. Co-ordinate and facilitate the governance structures within the Agency to maintain efficiency. Attend Committees chaired by CEO and EXCO meetings and submit timely reports to the relevant stakeholders. Assess business needs relating to governance structures and advise on remedial actions. Oversee the administration of EXCO and decision matrix of meetings. Liaise and interact with EXCO members and other stakeholders by drafting meeting agendas and oversee EXCO governance. Liaise with relevant executives on agenda items to ensure timely delivery of content and preparation of decisions. Ensure smooth communication between CEO's Office with internal departments to maintain credibility and support with senior management. Manage and coordinate all administrative matters within the office of the CEO. Implement executive support services to various governance structures. Manage international liaison services. Provide parliamentary support services. Provide support with regard to media liaison and ensure outreach media monitoring services.

Preference will be given to African Female followed by Coloured Male and White Female respectively.

The application for the above position must be sent to applicationsec@sassa.gov.za

Senior Manager: Facilities Management and Auxiliary Services X3
Salary: R1 057 326 – R1 245 495 p.a. inclusive of benefits
Location: KZN, Regional Office (Ref No.: SAS KZN 25/08/20-25)
Location: Eastern Cape Regional Office (Ref No.: SAS EC 25/08/20-26)
Location: Gauteng Regional Office (Ref No.: SAS GP 25/08/20-27)
Duration: Permanent

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; knowledge of SASSA's Constitutional mandate, relevant policies and legislation, social assistance systems, social security management and poverty alleviation matters; Computer literacy and a valid driver's license are essential; A post graduate qualification (NQF level 08) will be an added advantage.

Candidates should hold an undergraduate qualification (NQF Level 7) in the relevant field as recognized by SAQA coupled with 5 years of 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 candidate must have a broad understanding of the Public Service Management Framework as well as the SASSA Act; Computer literacy and possession of a valid driver's licence are essential. A post graduate qualification (NQF Level 08) will be an added advantage.

The candidate will provide human capital management services; Provide a human capital provisioning service in the Region; Provide a corporate health and wellbeing service; Coordinate /manage the implementation of employment equity workplace programmes; Facilitate human capital development in the Region; Promote and ensure sound labour relations in the Agency; Ensure effective management, implementation, maintenance and monitoring of performance management in the region and aligned to Head Office directive; Manage and lead Team.

Preference will be given Person with Disability/African Female followed by Indian Female and African Male respectively.

The application for the above position must be sent to applicationsKZN@sassa.gov.za

Applicants who previously applied for the below re-advertised posts, are advised to re-apply as their previous applications will not be considered.

Candidates should hold an undergraduate qualification (NQF Level 7) in the relevant field as recognized by SAQA coupled with 5 years of 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; Knowledge of SASSA's Constitutional mandate, relevant policies and legislation, social assistance systems, social security management and poverty alleviation matters; Computer literacy and a valid driver's license are essential. A post graduate qualification (NQF Level 08) will be an added advantage.

Senior Manager: Financial Accounting
Salary: R1 057 326 – R1 245 495 p.a. inclusive of benefits
Location: KwaZulu Natal Regional Office (Ref No.: SAS KZN 25/08/20-32)
Duration: Permanent

Preference will be given to African Male followed by Coloured Male and African Female, respectively.

The application for the above position must be sent to Applicationsmp@sassa.gov.za

General Manager: Grants Administration x2
Salary: R1 251 183 – R1 495 956 p.a. including benefits
Location: Northern Cape Regional Office (Ref No.: SAS NC 25/08/20-35)
Location: Kwa Zulu Natal Regional Office (Ref No.: SAS KZN 25/08/20-36)
Duration: Permanent

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 demographics of the province and social-economics realities experience; Computer literacy and a valid driver's license are essential.

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

The application for the above position must be sent to patrickapplications@sassa.gov.za

Senior Manager: Business Solutions (SOCPEN)
Salary: R1 057 326- R1 245 495 p.a. inclusive of benefits
Location: Head Office (Ref No.: SAS H/O 25/08/20-39)

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, identification and mitigation of risks, 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.

The application for the above position must be sent to touapplications@sassa.gov.za

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

The application for the above position must be sent to salomeapplications@sassa.gov.za

Senior Manager: Customer Care
Salary: R1 057 326- R1 245 495 p.a. inclusive of benefits
Location: Head Office - Pretoria (Ref No.: SAS H/O 25/08/20-22)
Duration: Permanent

Candidates should hold an undergraduate qualification (NQF level 7) as recognized by SAQA in the relevant field coupled with 5 years middle/ senior management level experience in the relevant field including Call Centre Management; Certificate for entry into the SMS (Senior Management Service) endorsed by the National School of Government; Knowledge and experience in service delivery innovation, ICT systems, Project Management, Financial Management and social security legislation will be an added advantage. Computer literacy and a valid driver's license are essential; a post graduate qualification (NQF level 08) will be an added advantage.

KwaZulu Natal: Preference will be given to Person with Disability/African Female followed by Indian Female and African Male respectively.

Eastern Cape: Preference will be given to African Female, followed by African Male and White Female respectively.

Gauteng: Preference will be given to Person With Disability followed African Female/ Coloured Male and White Male.

The application for the above position (Eastern Cape) must be sent to applicationsec@sassa.gov.za

The application for the above position (KwaZulu Natal) must be sent to applicationsKZN@sassa.gov.za

The application for the above position (Gauteng) must be sent to applicationsGP@sassa.gov.za

Senior Manager: Contract/ Vendor Management
Salary: R1 057 326- R1 245 495 p.a. including benefits
Location: Free State Region (Ref No.: SAS FS 25/08/20-28)
Duration: Permanent

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; knowledge of SASSA's Constitutional mandate, relevant policies and legislation, social assistance systems, social security management and poverty alleviation matters; Computer literacy and a valid driver's license are essential; A post graduate qualification (NQF level 08) will be an added advantage.

The candidate will manage contracts with external service providers and provide access facilities for service delivery; Provide operational payment support and efficiency of regional preparations to meet operational requirements; Plan and manage the design, location and deployment of service offices, pay points and alternative access facilities; Manage and lead Team.

Preference will be given to White Female followed by White Male and/ People with Disability respectively.

The application for the above position must be sent to ApplicationsFS@sassa.gov.za

Senior Manager: Supply Chain Management X2
Salary: R1 057 326- R1 245 495 p.a. including benefits
Location: Free State (Ref No.: SAS FS 25/08/20-29)
Location: Mpumalanga (Ref No.: SAS MP 25/08/20-30)
Duration: Permanent

The Candidates will provide strategic guidance and support in relation to an effective and efficient social security customer care; service delivery to beneficiaries in a dignified manner; Develop a customer care strategy for the Agency that is aligned to National directive; To provide strategic guidance and coordinate customer care improvement initiatives; To provide strategic guidance and coordinate contact, complaints and call centre management; Manage and lead Customer Care Team.

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

The application for the above position must be sent to noahapplications@sassa.gov.za

Senior Manager: ICT
Salary: R1 057 326- R1 245 495 p.a. including benefits
Location: Eastern Cape Regional Office (Ref No.: SAS EC 25/08/20-23)
Duration: Permanent

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 coupled with 5 years middle management/ Senior Management experience in relevant field; Certificate for entry into the SMS (Senior Management Service) endorsed by the National School of Government; Sound ITIL knowledge, resource management skills. Computer literacy and a valid driver's license are essential. A post graduate qualification (NQF level 08) will be an added advantage.

The candidate will manage ICT services in the Region; Ensure the implementation of business systems in the Region; Manage ICT infrastructure services; Manage ICT service management; Ensure effective information management; Manage ICT procurement in the region; Manage and lead Team.

Preference will be given to African Female followed by Coloured Male and White Female, respectively.

The application for the above position must be sent to applicationsec@sassa.gov.za

Candidates should hold an undergraduate qualification (NQF Level 7) in the relevant field as recognized by SAQA coupled with 5 years of 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; Applied research experience in qualitative and quantitative methods; Knowledge of contributory and non-contributory social security system; Computer literacy and a valid driver's license are essential. A post graduate qualification (NQF Level 08) will be an added advantage.

The candidate will facilitate the operational implementation and integration of service delivery innovation initiatives in the Region; Manage, monitor, implement, integrate and operationalize SASSA programmes, projects and norms and standards; Manage, develop, monitor, implement and operationalize service delivery initiatives; Implementation of the grant value chain and grants administration processes within all districts and local offices; Manage and lead Team.

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

The Candidates will be responsible for the management of the operations pertaining to Grants Administration and will outline strategic and services 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, build sound relations with all business sectors in the upliftment of the previously marginalized communities; Manage beneficiary maintenance unit and beneficiary records.

Northern Cape - Preference will be given to African Male / Coloured Male or Female/ Person with Disability and followed by White Male, respectively.

Kwa Zulu Natal - Preference will be given Person with Disability followed African Female and Indian Female / African Male respectively.

The application for the above position must be sent to applicationsKZN@sassa.gov.za

The application for the above position must be sent to applicationsNC@sassa.gov.za

General Manager: Finance
Salary: R1 251 183 – R1 495 956 p.a. inclusive of benefits
Location: Northern Cape Regional Office (Ref No.: SAS NC 25/08/20-37)
Permanent

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; 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. A post graduate qualification in Accounting and completed articles will be an added advantage

The Candidate will provide an effective and efficient financial management services; Manage and co-ordinate the Region'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 Region'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 Region'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 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).