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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: Business Intelligence
Salary: R1 057 326- R1 245 495 p.a. inclusive of benefits
Location: Head Office - Pretoria (Ref No: SAS HO 29/08/2021-26)

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 management level in the relevant field; Certificate for entry into the SMS (Senior Management Service) endorsed by the National School of Government; Knowledge in the fields of policy and governance, financial management, management of projects, Cyber risk management, problem support and business intelligence analysis is essential; Computer literacy and a valid driver's license is essential. A post graduate qualification (NQF level 08) as recognised by SAQA in the relevant field will be an added advantage.

The candidate will provide business intelligence services; Provide strategic leadership on Business Intelligence(BI) relating to business analysis and data warehousing management within the Agency; Direct and oversee high level strategic and tactical decisions for business intelligence tools and applications; Design, develop, test and implement data warehouse systems for BI reporting and analysis; Manage upgrades, modifications, maintenance and troubleshooting of BI systems; Provide guidance on best practices related to data governance (along with data quality, master data management); Define, implement, and oversee the daily management of the BI technologies that are used; Recommend and design solutions according to both business needs and IT needs/technical architecture; Provide leadership in order to enhance the Unit performance and outputs of the Unit; Manage resources and matters pertaining to staff; Ensure adherence to Section 57 (Responsibilities of other Officials) of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

Preference will be given to African Male/ White male / People with Disability.

The application for the above position must be sent to tiouapplications@sassa.gov.za
Enquiries: Mr Tiou Moloto - 012 400 2326.

Senior Manager: Customer Care (re-advertisement)
Salary: R1 057 326- R1 245 495 p.a. inclusive of benefits
Location: Head Office - Pretoria (Ref No: SAS HO 29/08/2021-27)

Candidates should hold an undergraduate qualification with (NQF level 7) in the relevant field as recognized by SAQA 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) as recognised by SAQA in the relevant field will be an added advantage.

The candidate will provide strategic guidance and coordinate complaints, contact and call centre management; 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 the National Directive; Provide strategic guidance and coordinate customer care improvement initiatives; Provide strategic leadership in order to enhance the Unit performance and outputs of the Unit; Manage resources and matters pertaining to staff; Ensure adherence to Section 57 (Responsibilities of other Officials) of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

Preference will be given to African Female / White Male/ People with Disability

The application for the above position must be sent to vuyiapplications@sassa.gov.za
Enquiries: Ms Vuyisile Mkhathshwa - 012 400 2523.

Senior Manager: Policy Implementation
Salary: R1 057 326- R1 245 495 p.a. inclusive of benefits
Location: Head Office - Pretoria (Ref No: SAS HO 29/08/2021-28)

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 drivers' license are essential. A post graduate qualification (NQF level 08) as recognised by SAQA in the relevant field will be an added advantage.

The candidate will provide strategic guidance and coordinate policy implementation; Identify and maintain the operational risk register for the Branch; Analyse and update existing policies, guidelines and training material for Operations; Develop and implement training programmes; Monitor compliance to legislation and guidelines; Coordinate and manage internal reconsiderations; Coordinate and manage appeals - submission and implementation of decisions; Provide leadership in order to enhance the Unit performance and outputs of the Unit; Manage resources and matters pertaining to staff; Ensure adherence to Section 57 (Responsibilities of other Officials) of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

Preference will be given to African Female/ white Male / Person with Disability

The application for the above position must be sent to vuyiapplications@sassa.gov.za
Enquiries: Ms Vuyisile Mkhathshwa - 012 400 2523.

Senior Manager: Payment Support
Salary: R1 057 326- R1 245 495 p.a. inclusive of benefits
Location: Head Office - Pretoria (Ref No: SAS HO 29/08/2021-29)

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) as recognised by SAQA in the relevant field will be an added advantage.

The candidate will manage all operations relating to Payment, Monitoring, Compliance, and Reconciliation including the development of procedures, Norms and standards; Provide strategic direction for the payment of social grants; Conduct research on alternative disbursements and payments for social grants and develop transitional road map for such. Develop and manage relationships with all Payment industry role players; Develop Annual Performance and Operational Plans; Provide improvements to all processes relating to Reconciliation, Invoicing and Payment. Manage staff and related processes. Identify and maintain the operational risk register for the Branch; Ensure adherence to Section 57 (Responsibilities of other Officials) of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

Preference will be given to African Female/ White Male/ People with Disability

The application for the above position must be sent to tiouapplications@sassa.gov.za
Enquiries: Mr Tiou Moloto - 012 400 2326

Senior Manager: Human Operations Management
Salary: R1 057 326 - R1 245 495 p.a. inclusive of benefits
Location: Head Office - Pretoria (Ref No: SAS HO 29/08/2021-30)

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 drivers' license are essential. A post graduate qualification (NQF level 08) as recognised by SAQA in the relevant field will be an added advantage.

The candidate will manage the provision of Human Capital Provisioning, Service Benefits and Conditions, and Information Management; Manage the provision of effective and efficient HCM Information Management Services; Provide effective and efficient Human Capital Provisioning; Manage and ensure the effective rendering of service benefits and conditions; Provide leadership in order to enhance the Unit performance and outputs of the Unit; Manage resources and matters pertaining to staff; Ensure adherence to Section 57 (Responsibilities of other Officials) of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

Preference will be given to African Male / Female / Persons with Disability.

The application for the above position must be sent to pamapplications@sassa.gov.za
Enquiries: Ms Pamela Tshefu - 012 400 2264.

Senior Manager: Labour Relations
Salary: R1 057 326- R1 245 495 p.a. including benefits
Location: Head Office (Ref No: SAS HO 29/08/2021-31)

Candidates should hold an undergraduate qualification (NQF Level 7) as recognized by SAQA in the relevant field, 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 candidates must have a broad understanding of the Public Service Management Framework as well as the SASSA Act; to be conversant with the latest developments in legislation, rules and trends in the Labour Relations environment; Computer literacy and a valid driver's license are essential. A post graduate qualification (NQF Level 08) as recognised by SAQA in the relevant field will be an added advantage.

The Candidate will promote and ensure sound labour relations in the SASSA, Strategic leadership and management of the Unit: Labour Relations; Manage and control collective bargaining processes; Manage and control labour relations cases in respect of 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 in order to enhance the Unit performance and outputs of the Unit; Manage resources and matters pertaining to staff; Ensure adherence to Section 57 (Responsibilities of other Officials) of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

Preference will be given to African Male / Female / Persons with Disability.

The application for the above position must be sent to pamapplications@sassa.gov.za
Enquiries: Ms Pamela Tshefu - 012 400 2264.

Senior Manager: General Support Services (Re-advertisement)
Salary: R1 057 326- R1 245 495 p.a. inclusive of benefits
Location: Head Office - Pretoria (Ref No: SAS HO 29/08/2021-32)

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 experience in the relevant field; Certificate for entry into the SMS (Senior Management Service) endorsed by the National School of Government; Experience and knowledge of development of policies and strategies including guidelines; Experience in project management; Expert knowledge of government processes and procedures regarding the procurement of goods and services; Experience and knowledge office support, Travel Management and Records Management; Development of specifications / terms of references for procurement of goods and services; Development and management of contracts; Knowledge and understanding of the Public Finance Management Act, Public Service Act, Computer literacy, Excellent Communication Skills (Verbal, writing and power point presentation) and a valid driver's license are essential. A post graduate qualification (NQF level 08) as recognised by SAQA in the relevant field will be an added advantage.

The Candidate will manage the provisioning of General Support Services; Provide strategic leadership and management of the Unit: General Support Services; Develop and manage the implementation of the Records Management policy, strategies and monitor compliance in regions; Execute and manage the implementation of the cleaning and sanitation services policy and strategies in Head Office and monitor compliance in regions; Manage the travel services. Develop and manage the implementation of Travel Management Policy and strategies in Head office and monitor compliance in regions; manage the implementation of office support policy, strategies in Head office and monitor compliance in regions; Provide strategic leadership in order to enhance the Unit performance and outputs of the Unit; Manage resources and matters pertaining to staff; Ensure adherence to Section 57 (Responsibilities of other Officials) of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

Preference will be given to African Male / White Female / People with Disability.

The application for the above position must be sent to patrickapplications@sassa.gov.za
Enquiries: Mr Patrick Seelsetse - 012 400 2188.

Senior Manager: Property Management
Salary: R1 057 326- R1 245 495 p.a. inclusive of benefits
Location: Head Office - Pretoria (Ref No: SAS HO 29/08/2021-33)

Candidates should hold an undergraduate qualification in built environment / relevant qualifications (NQF level 7) in the relevant field as recognized by SAQA 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; Experience and knowledge of development of policies and strategies including guidelines; Experience in project management; Expert knowledge of government processes and procedures regarding the procurement of properties; Development of specifications / terms of references; Development and management of lease agreements; Knowledge and understanding of the Public Finance Management Act, Public Service Act, Government wide Immovable Asset Management Act (GIAMA) and all regulations pertaining to property management are essential; The successful candidate should be prepared to travel extensively; Computer literacy, Excellent Communication Skills (Verbal, writing and power point presentation) and valid driver's license are essential. A post graduate qualification (NQF level 08) as recognised by SAQA in the relevant field will be an added advantage.

The candidate will manage and facilitate the planning and acquisition of property for the Agency; Develop a uniform framework for the management of immovable assets used/ held by the Agency; Develop and implement policies, strategies and guidelines for property management of the Agency; Manage and plan the sourcing of property for the Agency; Manage property lease agreements and contracts for the Agency; Provide leadership in order to enhance the Unit performance and outputs of the Unit; Manage resources and matters pertaining to staff; Ensure adherence to Section 57 (Responsibilities of other Officials) of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

Preference will be given to African Male / White Female / People with Disability.

The application for the above position must be sent to patrickapplications@sassa.gov.za
Enquiries: Mr Patrick Seelsetse - 012 400 2188.

Senior Manager: Financial Accounts
Salary: R1 057 326 - R1 245 495 p.a. inclusive of benefits
Location: Head Office - Pretoria (Ref No: SAS HO 29/08/2021-34)

Candidates should hold an undergraduate qualification (NQF Level 7) in the relevant field as recognised by SAQA with at least Financial Accounting 3 and Auditing as majors 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. The Candidate must have extensive knowledge, experience, interpretation and technical application of GRAP standards and a good understanding of IFRS. The Candidates must have knowledge on branch accounting and compile the Annual Financial Statements (AFS) in compliance with GRAP standards and lead the audit support of the AFAS. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations on public entity's and other relevant regulations; ERP Knowledge on Oracle or SAP or AccPacc or similar applications and a valid driver's license are essential. A good standing member of the professional body in Accounting and auditing like SAICA (CASA) and SAIPA (Professional Accountant) with completed articles are ideal, a postgraduate qualification (NQF Level 08) as recognised by SAQA in the relevant field, will be an added advantage.

The Candidate will administer and maintain Banking Functions, financial accounts, Overall management and maintenance of a sound financial and bookkeeping system for the Agency; Develop and establish financial accounting and administrative policies for effective and efficient internal control; Maintenance of a comprehensive cash book (bank reconciliation and banking services); Manage and control the maintenance of records of transactions; Manage and control the process to verify, reconcile and process all interdepartmental claims; Manage and maintain the system of a compilation of financial statements; Manage and control the financial reporting; Provide leadership to enhance the Unit performance and outputs of the Unit; Manage resources and matters pertaining to staff; Ensure adherence to Section 57 (Responsibilities of other Officials) of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

Preference will be given to African Male / Indian Female/ White Male/Female/ People with Disability

The application for the above position must be sent to noahapplications@sassa.gov.za
Enquiries: Mr Lakhikhaya Noah - 012 400 2144

Senior Manager: Accounting and Reconciliations (Grants)
Salary: R1 057 326- R1 245 495 p.a. inclusive of benefits
Location: Head Office - Pretoria (Ref No: SAS HO 29/08/2021-35)

Candidates should hold an undergraduate qualification (NQF Level 7) in the relevant field as recognised 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 Candidate should have good experience and application knowledge of reporting in Modified Cash Accounting (MCS) & Public Finance standards frameworks, experience in implementing the requirements of the Public Finance Management Act and the National Treasury Regulations. Must have a working knowledge of the Government Basic Accounting System (BAS) to assist with implementing and maintaining BAS financial system security. Computer literacy and a valid driver's license are essential. A postgraduate qualification (NQF level 08) recognised by SAQA in the relevant field will be an added advantage.

The Candidate will manage the Banking, Cash-flow, Trial Balance & bookkeeping processes, and financial accounting and reporting on beneficiaries' payments, Debtors and related transactions. The Candidate must prepare appropriate and submit timeously financial reports for the Department of Social Development (DSD) and the National Treasury and support the DSD audit processes. The candidates must utilise the available social assistance funds and ensure relevant and timeous reconciliations, recording and reporting for each payment cycle and region. The candidates must implement effective and efficient management of statutory payments utilising the available funds and accurate reconciliations for all SASSA 9 regions. The Candidate must implement effective and efficient Grant Accounting management, effective and efficient month-end and year-end closure of accounting months for all nine (9) regions (national closure); Manage the preparation and submission of cash flow information per region; Provide strategic leadership to enhance the Unit performance and outputs of the Unit; Manage resources and matters on staff. Ensure adherence to Section 57 (Responsibilities of other Officials) of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

Preference will be given to African Male/ Indian Female / White Male / Female / People with Disability.

The application for the above position must be sent to noahapplications@sassa.gov.za
Enquiries: Mr Lakhikhaya Noah - 012 400 2144

Senior Manager: Asset Management (Re-advertisement)
Salary: R1 057 326- R1 245 495 p.a. inclusive of benefits
Location: Head Office - Pretoria (Ref No: SAS HO 29/08/2021-36)

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; Extensive knowledge, experience, interpretation and application of accrual accounting and GRAP standards, SA-GAAP, IFRS; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations on public entity 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 (NQF level 08) as recognised by SAQA in the relevant field will be an added advantage.

The candidate will ensure efficient and effective management of the Agency's assets; Ensure efficient and effective management of stores within the Agency; Provide advice on assets and stock management; Provide leadership in order to enhance the performance and outputs of the Unit; Manage resources and matters pertaining to staff; Improve compliance with SCM reporting requirements (Internal and external reporting); Ensure proper governance of Supply Chain Management, effective and efficient support to regions on Assets Management operational issues. Provide strategic leadership in order to enhance the Unit performance and outputs of the Unit; Manage resources and matters pertaining to staff; Ensure adherence to Section 57 (Responsibilities of other Officials) of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

Preference will be given to African Male/ Indian Female/ White Male/Female/ People with Disability.

The application for the above position must be sent to noahapplications@sassa.gov.za
Enquiries: Mr Lakhikhaya Noah - 012 400 2144

Manager: Intergovernmental and Stakeholder Relations
Salary: R 733 257 - R863 748 p.a. inclusive of benefits
Location: Head Office - Pretoria (Ref No: SAS HO 29/08/2021-37)

Candidates should hold an undergraduate qualification (NQF Level 6) as recognised by SAQA 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; Strategic management and effective communication skills. Knowledge, insight and experience of the public sector intergovernmental relations. Understanding of government structures and relationships of National, Provincial, Local government offices. A valid driver's license is essential.

The candidate will support the Executive in ensuring on-going and enhances stakeholder relations are established and maintained, in order for the Executive and Support Offices execute their strategic mandate with specific attention to relevant national, provincial, local government offices in all provinces and private sector stakeholders. Advise and organise appropriate meetings, appointments, engagements, networking sessions and presentations for the Executive. Facilitate and monitor progress on key decisions and resolutions are followed through. Develop and maintain an effective stakeholder database; Attend to parliamentary/ Legislative matters affecting the Agency's business/matters; Render administrative support and coordinate the Ministry and Parliamentary/Legislative matters; Liaise with regions on Parliamentary and Social Security matters; Coordinate international relation matters ie official visits abroad, International visitors to the RSA, social security protocols; Co-ordinate all social cluster inputs by SASSA; Manage resources.

Preference will be given to African Female / White Female / People with Disability

The application for the above position must be sent to patrickapplications@sassa.gov.za
Enquiries: Mr Patrick Seelsetse - 012 400 2188

Important notes: All these positions are advertised with the minimum requirements. Appointments will be subject to a 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 Nation School of Government (NSG). The course is available on this link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/> the successful candidate will be required to provide proof of completion of NSG Public Service Senior Management Leadership Programme Certificate for pre-entry into SMS prior to the appointment. It is not required that an applicant submit the pre-entry certificate when applying for the post prior to the closing date. 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 that all SASSA staff are subjected to compulsory security vetting on appointment. E-mailed applications will be accepted.

Closing date: 13 September 2021

Applicants interested in applying for these posts should send their applications (CV and completed New Z83 form) quoting the relevant reference number and position name as per the advert. The subject heading of the email should indicate the reference number and name of the position you are applying for. Applicants must ensure that they send their application to a correct inbox/email indicated on each position. **Applications sent to the incorrect inbox/ email will not be considered.** Applications should consist of a comprehensive CV (specifying all experience, duties, indicating the respective dates (MM/YY) per position, Identity Number, Race and Gender as well as indicating references with full contact details. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. Kindly note that copies of qualification, certificate, ID and driver's license etc, should be submitted upon request.

General Enquiries: Mr Tiou Moloto - Tel No: (012) 400 2326

Correspondence will only be conducted with the short-listed candidates, 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.

Candidates who previously applied for any re-advertised posts, must re-apply.

Toll free: 0800 60 10 11
www.sassa.gov.za

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