

*paying the right social grant, to the right person,  
at the right time and place. NJALO!*



**sassa**

SOUTH AFRICAN SOCIAL SECURITY AGENCY

**Executive Manager: Grants Operations Management**

**Salary: R1 521 591- R1 714 074 p.a. inclusive of benefits**

**Location: Head Office (Ref No: SAS H/O111)**

**Senior Manager: General Support Services**

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

**Location: Head Office (Ref No: SAS H/O114)**

Candidates should hold an undergraduate qualification (NQF level 7) plus a post graduate qualification (NQF level 8) coupled with 8 - 10 Years' experience at senior managerial level in the relevant field; Certificate for entry into the SMS (Senior Management Services) endorsed by the National School of Government; computer literacy and a valid driver's license is essential; MBA (Master of Business Administration) will be an added advantage.

The candidate will provide a comprehensive grant administration and payment service and ensure operations are integrated within the Agency; Implement the Executive Committee's fiduciary, strategy, plans, policies and decisions that is consistent to the Agency's vision, mission and guiding principles; Provide strategic leadership of the Grants Administration Branch to ensure achievement of the strategic plan, operational / business plans and optimal utilization of resources allocated to the Branch; Promote strategic partnerships to attain strategic objectives and improve service delivery – this relates to partnerships both within and outside the sector; and Drive a customer-centric service delivery focus; Provide leadership in order to enhance the Branch performance and outputs of the Unit; Manage resources and matters pertaining to staff.

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

**The application for the above position must be sent to [salomeapplications@sassa.gov.za](mailto:salomeapplications@sassa.gov.za), Enquiries: Ms S Maluleke (012) 400 2057.**

**General Manager: Fraud Management and Compliance**

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

**Location: Head Office - Pretoria (Ref No.: SAS H/O112)**

The candidates 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; Certificate for entry into the SMS (Senior Management Service) endorsed by the National School of Government; the incumbent must have a broader understanding of the Public Services Management Framework as well as the SASSA Act; Computer literacy and a valid driver's license are essential. A post graduate qualification (NQF level 08) and experience in dealing with forensic matters will be an added advantage.

The candidate will develop and implement the national strategy to prevent fraud and corruption in SASSA; Develop and manage the implementation of the anti-fraud, security and compliance strategy; Coordinate the creation, review and implementation of policies and procedures for fraud, security and compliance to regulate the operations in social security; Provide fraud prevention and security service programs to promote good governance; Develop and implement the design and evaluation of internal controls; Liaise with law enforcement agencies to resolve fraud and security matters; Advise management and stakeholders on the implementation of fraud, security and compliance programs; Manage and lead the Department (the team); Execute responsibilities in line with PMFA and other applicable legislations; Identify security risks that may render SASSA's susceptible to fraud and corruption.

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

**The application for the above position must be sent to [salomeapplications@sassa.gov.za](mailto:salomeapplications@sassa.gov.za), Enquiries: Mr T Moloto (012) 400 2057.**

**Senior Manager: Facilities Maintenance**

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

**Location: Head Office (Ref No: SAS H/O113)**

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 the PFMA, OHS, GIAMA, Project Management and Building industry regulations; A post graduate qualification (NQF level 08) will be an added advantage; Computer literacy, Excellent Communication Skills (Verbal, writing and power point presentations) and a valid driver's license are essential.

The candidate will manage the provision of Facilities Maintenance; Direct the Facilities Maintenance Operations for the Agency; Develop and manage the implementation of Occupational Health and Safety Policy and Strategies in Head Office and monitor compliance in the regions; Monitor and manage vendors in accordance with service level agreements; Manage the implementation of OHS measures and practices in the Agency; Management of maintenance of Head Office buildings; Develop and manage the implementation of Transport Management Policy, and Strategies in Head Office and monitor compliance in the regions; Manage SASSA'S fleet (Acquisition, allocation and disposal); Manage acquisition of furniture for Head Office; Provide leadership in order to enhance the Unit performance and outputs of the Unit; Manage resources and matters pertaining to staff.

**Preference will be given to African Female followed by African Male and White Female, respectively. The applications for the above position must be sent to [touapplications@sassa.gov.za](mailto:touapplications@sassa.gov.za), Enquiries: Mr T Moloto (012) 400 2326.**

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 the PFMA, OHS, GIAMA, Project Management; A post graduate qualification (NQF level 08) will be an added advantage; Computer literacy, Excellent Communication Skills (Verbal, writing and power point presentation) and a valid driver's license are essential.

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; Manage resources within the units.

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

**The application for the above position must be sent to [touapplications@sassa.gov.za](mailto:touapplications@sassa.gov.za), Enquiries: Mr T Moloto (012) 400 2326.**

**Senior Manager: Customer Care**

**Salary: R1 057 326- R1 245 495 p.a. including benefits**

**Location: Free State Regional Office - (Ref No.: SAS FS115)**

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.

The candidate 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 Region that is aligned to National directive; Provide strategic guidance and coordinate customer care improvement initiatives; Provide strategic guidance and coordinate contact, complaints and call centre management; Manage and lead Team

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

**The application for the above position must be sent to [ApplicationsFS@sassa.gov.za](mailto:ApplicationsFS@sassa.gov.za) Enquiries: Mr TP Radebe 051 410 8396.**

**Important notes:** All these positions are advertised with the minimum requirements. Appointments will be subjected to compulsory pre-employment screening in the form of qualification, reference, ITC, criminal checks 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. 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. E-mailed applications will be accepted. **Closing date: 12 October 2020.**

Applicants interested in applying for these posts should send their applications (CV and covering letter only, quoting the relevant reference number and position name as per the advert) to emails indicated on each position. Kindly note that copies of qualification, certificate, ID and driver's license etc, should be submitted upon request.

**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](http://www.sassa.gov.za) or toll free: 0800 60 10 11.

Enquiries:

Free State: Mr TP Radebe (051) 410 8396

Head Office: Mr T Moloto (012) 400 2326

Head Office: Ms S Maluleke (012) 400 2057

Toll free: 0800 60 10 11

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