

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

INTERNAL ADVERT

WESTERN CAPE REGION



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

TEAM LEADER: GRANT ADMINISTRATION

Salary: R321 543 – R378 765 (SL 8) p/a exclusive of benefits.

Location: Bellville Local Office, 1 post (**REF:TL2021/BELL**)

Minimum Requirements: Relevant diploma/degree and/or 3 year tertiary qualification (NQF6) in the relevant field coupled with 2 - 3 years' supervisory experience in the Grants Administration (entire value chain); Knowledge of SOCPEN and MIS, SASSA's constitutional mandate and relevant policies and legislative in Public Management as well as social security management and poverty alleviation matters; Computer literacy and a valid driver's license are essential (successful candidate will be expected to drive).

The incumbent will be responsible for managing social security operations pertaining to grants and clients administration at Local Office; Managing the processing verification; approval/rejection of grants applications and co-ordinating services at service points. Managing the implementation of policies, procedure, beneficiary data and records as well as ensuring the compilation and analysis of staff related function and other administrative duties. Assist with resource management in the section.

Preference will be given to Persons with Disability/Coloured Males, Coloured Females followed by White Males respectively 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 applications will be accepted.

Closing date: 17 December 2021 @16:00

Applicants interested in applying for the post should send their applications (CV, **New Z83** and attach the highest qualification only) quoting the relevant reference number and position name as per the advert. The subject heading of the email should indicate the **name of the position** you are applying for. Applicants must ensure that they send their applications to the correct inbox/email indicated in the advert. Applications should consist of a comprehensive CV (specifying qualifications - institution obtained from, experience, duties, indicating the respective dates (MM/YY) per position, Drivers licence, Identity Number, Race and Gender (including disability where applicable) 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 other qualifications, certificates, ID and driver's license etc, should be submitted upon request. (Shortlisted candidates with disabilities may be required to submit medical proof at the time of the interview)

Applicants interested in applying for these posts should send their applications via email to: **WC-Applications@sassa.gov.za**. ONLY the Reference Number to be included in the Subject heading of your e-mail.

Only one attachment / application per e-mail. All the above documents to be scanned in black & white only – no separate documents will be allowed.

Strictly applications meeting the above criteria will be considered.

Enquiries: Ms Thabile Sigabi – 021 469 0258 / Ms Namhla Henda – 021 469 0258

If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application has been unsuccessful.

Toll free: 0800 60 10 11

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