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at the right time and place. NJALO!*



**sassa**  
SOUTH AFRICAN SOCIAL SECURITY AGENCY

## EXTERNAL ADVERT - WESTERN CAPE REGION

**DEPARTMENTAL CO-ORDINATOR: OFFICE OF THE GENERAL MANAGER: CORPORATE SERVICES**

**Salary: R321 543 - R 307 890 p/a, SL 8 (exclusive of benefits),**

**Location: Regional Office, Cape Town (Ref No: CO-ORD/CORPORATE/2022)**

### **Minimum Requirements:**

National Diploma/Degree/NQF equivalent 3 year relevant tertiary qualification with 2 – 3 years' administrative experience. Computer Literacy and Driver's licence are essential.

**The incumbent will:-** Provide secretarial support services; Provide administrative support services; Assist with the development, formatting and finalization of documentation; Manage the document flow and filing system; Assist with matters pertaining to internal budgeting, financial management and Human resource administration; Assist with internal management processes and Assist with matters pertaining procurement and provisioning.

**Important notes:** This post is advertised with the minimum requirements. Appointment will be subject to a compulsory pre-employment screening in the form of qualification, references, ITC, and criminal checks. 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. Only e-mailed applications will be accepted.

The Agency is an equal opportunity employer. Therefore, Preference will be given to candidates whose appointment will assist the Agency in achieving its Employment Equity targets in terms of the Agency's Employment Equity Plan. Persons with Disabilities are strongly encouraged to apply.

**Closing date: 15 November 2022.**

Applicants should send their applications (New Z83 & comprehensive CV) via email to: [WC-Applications@sassa.gov.za](mailto: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 (Z83 & CV to be scanned as one document)**

No separate documents will be allowed.

No posted or hand delivered applications will be allowed.

Copies of qualifications, certificates, ID and driver's license etc. should **ONLY** be submitted upon request. (Shortlisted candidates with disabilities may be required to submit medical proof). Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant

Strictly applications meeting the above criteria will be considered & **Failure to comply with the above will automatically disqualify 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.

**Enquiries: Ms C May, 021 – 469 0317.**

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

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Department:  
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