

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



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

EXTERNAL ADVERT - WESTERN CAPE REGION

GRANT ADMINISTRATOR (2 POSTS)

Salary: R173 703 – R204 612 p/a, SL 5 (exclusive of benefits)

Location: Vredenburg Local Office, (Ref No: GA11/2022/VBURG)

Location: Mitchells Plain Local Office, (Ref No: GA11/2022/MPLAIN)

Minimum Requirements:

Candidates should hold Matric/Senior Certificate or NQF4 equivalent coupled with 0-2 years working experience. Computer literacy and a valid driver's license are essential.

The incumbent will:- be responsible for Providing Customer Care, the Screening of Grant Applications, Capturing of Grant Applications on the system, Process and/or capture documents relating to the Grants process and other related beneficiary maintenance tasks, Conduct quality control on Grants Applications and Assist with enrolments for payment purposes (to change later to do enrolments, once SASSA takes over this function).

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

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 N Petron May, 021 – 469 0299.

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

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social development
Department
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