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at the right time and place. NJALO!*



**sassa**  
SOUTH AFRICAN SOCIAL SECURITY AGENCY

## EXTERNAL ADVERT - WESTERN CAPE REGION

### ADMINISTRATIVE OFFICER: SUPPORT SERVICES

**Salary:** R261 372 – R 307 890 p/a, SL 7 (exclusive of benefits)

**Location:** Mitchells Plain Local Office, (Ref No: AO11/2022/MPLAIN)

#### Minimum Requirements:

Candidates should hold a relevant Degree/National Diploma (NQF 6/7) with 1-2 years working experience. Computer literacy and a valid driver's license are essential.

**The incumbent will:-** be responsible to monitor and ensure the maintenance of log books of pool vehicles; ensure the implementation and maintenance of appropriate registers; monitor the implementation and maintenance of database assets. Ensure the local office staff comply with HR policies and procedures; ensure that all HR forms and documents are correct and complete; ensure that HR request/ documents/ forms are forwarded to District office timeously; ensure the maintenance of appropriate registers. Ensure the implementation and maintenance of a filing system that is aligned to the master file plan of SASSA; represent the Local Office in various meetings, forums committees; assist with the arrangement of meetings and special events or awareness campaigns. Obtaining of quotations if not available; write motivation and attached comparative schedule; obtain approval from delegated authority; ordering of items; receipts, check and book items in accordance to the delivery note. Supervision, appraisal, disciplinary; leave; training and development; planning and organization; guidance and monitoring. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3).

**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 R Summers, 021 – 469 0275.**

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

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