

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



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

SASSA is a dynamic organisation that provides a range of essential services to a diverse group of South Africans. With offices countrywide, our operational structures aspire to embrace all that is state-of-the-art, offices that are modern and an environment designed to stimulate the worker to achieve, enjoy, progress and prosper

EXTERNAL ADVERT : WESTERN CAPE REGION

Assistant Manager: Facilities Management & Auxiliary Support (Level 8)

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

Location: Regional Office, Cape Town (Ref No: ASDFMAS/2022)

Requirements: B-Degree/National Diploma (3 yr tertiary qualification) in Occupational Health and Safety OR Built Environment (Town Planning, Urban & Regional Planning, Building, Civil and Construction Management.) OR Environmental Management Studies with at least 3-5 years' relevant experience. Computer literacy and a Valid Driver's license are compulsory.

Duties:

Assist with the coordination and implementation of the Local Office Improvement Programme in the Region:

- Assist with the facilitation of the improvement of Local Offices in the Region, in line with the new model.
- Assist with the monitoring of and the reporting on projects, the development & implementation of a maintenance plan.
- Ensure and facilitate Occupational Health and Safety compliance at work places
- Ensure execution of fire drills in the Region.

Assist with the rendering of auxiliary support services in the Region:

- Manage SLA in terms of security- and cleaning services.
- Ensure adherence to the OHS Act in the Region: including Promote awareness on OHS related issues. Provide support when emergencies arise and prepare incident report.
- Participate and coordinate H&S committee meetings.
- Undertake inspections to ensure compliance to applicable standards. Enforce such measures as may be necessary for interest of health and safety
- Coordinate and monitor payments of monthly rental offices and municipal services.

Assist to maintain a proper document management system in the Region:

- Consolidate and submit OHS monthly and quarterly inspection reports with recommendations.

Assist with the management of the resources in the unit & Facilitate training on OHSA: Monitor utilization & training of first aid, firefighting, health & safety representatives.

...continue page 2

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

SASSA News @OfficialSASSA



social development
Department:
Social Development
REPUBLIC OF SOUTH AFRICA





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Assistant Manager: Facilities Management & Auxiliary Support (Level 8)

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 emailed 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: 7 September 2022

The Agency is an equal opportunity employer. Therefore, Preference will be given

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 at the time of the interview). 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: [Mr JR Links \(021\) 469 0268.](tel:0214690268)

