

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



sassa

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 – WC REGION

Grant Administrator

Salary: R176310 – R207681 (Salary Level 5)

Location: Wynberg Local Office (Ref No GA08/2022/WYN)

Requirements:

Matric/Senior Certificate; 0 – 2 years working experience. Computer literacy and a valid Driver's License are essential (successful candidate will be expected to drive).

Duties: The incumbent will effectively render Social Assistance services in relation to screening and completing customer checklist; capture and process applications in terms of the relevant Act; Attend to Social grant related queries and complaints to prevent litigation; Prepare statistical performance templates; Review all identified grants in terms of the Act and Regulations; Prepare and process grant applications on SOCPEN; Assist in completion of projects, Provide customer centric service and queue management in line with Batho- Pele principles.

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

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: Ms Robyn Summers : 021 469 0275**

Toll free: 0800 60 10 11

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