

*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  
RE-ADVERTISEMENT**

**MANAGER: LOCAL OFFICE – GUGULETHU**

**Salary: R882 042 – R1 038 999, p/a SL 12 (inclusive of benefits).**

**Location: Gugulethu, (Ref No MOLO11/2022/GUGS)**

**Minimum Requirements:**

Candidates should hold a degree and/or 3 year tertiary qualification/NQF6 equivalent in the relevant field coupled with 1-2 years' management experience in the Grants Administration (entire value chain). Knowledge of SOCPEN, MIS, SASSA's constitutional mandate and relevant policies and legislation in Public Management as well as Social Security Management and poverty alleviation matters. Computer literacy and a valid driver's license are essential.

**The incumbent will:-** Manage, give effect to, monitor and report on the implementation of the Local Office operational plan; Manage social security operations pertaining to grants and clients administration at the Local Office and service offices which includes the processing, verification, approval/rejection of all types of grants applications and ensure compliance to the relevant acts, policies and prescripts; Responsible to ensure that control measures are applied and effectively executed; Responsible to ensure that proper beneficiary data and records are compiled and aligned with SASSA prescripts and policies; Responsible to ensure the optimal utilisation of resources ascribed; Manage and oversee all support services functions. Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, 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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