

*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

RE-ADVERT: EXTERNAL WESTERN CAPE REGION

Assistant Manager: Grants: Gugulethu (Level10)
Salary: R477 090 – R561 981 p/a (exclusive of benefits)
Location: Gugulethu Local Office Ref No: ASDGRANTSGUGS/2022)
Requirements: Relevant Degree/National Diploma (NQF 6) coupled with 3-5 yrs experience in the relevant field. Computer Literacy and a Drivers license are essential.

Duties:

Manage the operations within local office pertaining to the grant application processes and ensure compliance to relevant policies and prescripts: intake, processing and approval of grant applications; Grant reviews; Grant appeals; loose correspondence. Manage the provision of an effective customer service to Beneficiaries/Clients. Monitor pay point capacity and service delivery by payment service providers; Ensure basic pay point resources are provided eg water, shelter chairs and fences, etc. Ensure effective and efficient operations at pay point; Monitor service delivery provided by service providers. Coordinate and manage service point. Ensure improvement of service delivery at Local Office: Elimination of long queues; Improve customer service, transparency and communication; Ensure improvement on Cycle Time and delays; ensure standardization and uniformity and Technical and functional support. Manage subordinates: Supervision/appraisal/disciplinary; Leave, Training and development, Planning and organization, Guidance and Mentoring. Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter6, Part).

Important notes: This post is re-advertised with the minimum requirements. Candidates who applied previously, should re-apply. 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: Ms Robyn Summers 021 469 0275.

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

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social development
Department
Social Development
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