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at the right time and place. NJALO!*



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

EXTERNAL ADVERT - WESTERN CAPE REGION

CLERK: HUMAN CAPITAL MANAGEMENT

Salary: R176 310 – R207 681 p/a, SL 5 (exclusive of benefits)

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

Minimum Requirements:

Candidates should hold a Senior Certificate with 0-2 years' working experience. Computer literacy and a valid Driver's License are essential (successful candidate will be expected to drive).

The incumbent will:- Handle personnel administrative matters, which include capturing of information on the oracle system, such as: Recruitment, Selection and appointment; Staff allowances; staff resettlement; Transfer of staff between components, units' regions etc; Secondments; Long service awards; termination of services; leave administration; handle incapacity leave matters and leave database; capture leave in the oracle system (leave without pay, PILIR cases, IOD); monitor leave transactions on Oracle; Conduct leave audits; Ensure that leave forms are being filed (leave without pay, PILIR); Assist with the compilation of statistical reports on human capital matters; Advise/Assist district offices and local offices with human capital operational issues. 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

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 A Tshayana, 021 – 469 0274.

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

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social development
Department:
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