

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

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

**MPUMALANGA
EXTERNAL ADVERT**

Manager: Facilities Management & Auxiliary Support (Salary level 11)
Salary: R811 560 – R952 485 p.a. Inclusive of benefits
Location: Nelspruit: Regional Office (REF NO: SAS/MPU/24/01)

Minimum Requirements: The candidate should hold a relevant Degree (NQF 7) / National Diploma (NQF 6) as recognized by SAQA coupled with 1-2 years' of management experience. Driver's license and Computer literacy are essential.

Added advantage: A qualification in Built Environment will be an added advantage

Duties: The incumbent will coordinate and implement the Local Office Improvement Programme in the Region, ensure the rendering of Facilities Management & Auxiliary Support to the Region;; ensure that a proper document management system is implemented and maintained in the Region; Provide leadership and management to the unit; manage resources as well as to ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3).

The applications for the above position must be sent to thamiapplications@sassa.gov.za **Enquiries: Mr T.A Mahlalela (013 754 9423)**

Clerk: Customer Care (Level 05)
Salary R202 233 – R235 611 p.a. Exclusive of benefits
Location: Nelspruit Office: Regional Office (REF NO: SAS/MPU/24/02)

Minimum Requirements: Candidates should have a Senior Certificate (NQF Level 4), Computer Literacy is essential.

Added advantage: A Valid driver's license and / or administrative / clerical experience will be an added advantage.

Duties: The incumbent will be responsible to assist with clerical support services in the unit customer care in the Region; rendering general clerical support services; providing supply chain clerical support services within the component; assisting with the drafting of correspondence and co-ordination of communication to various stakeholders relating to queries and information required; Provide financial administration support services in the component; assist with the coordination of projects pertaining to customer services within the region as well as providing personnel administration clerical support services within the Unit.

The applications for the above position must be sent to RuffyApplications@sassa.gov.za **Enquiries: Mr. R Mathebula (013 754 9414)**

Important notes: The position is advertised with the minimum requirements. Appointment will be subjected to compulsory pre-employment screening in the form of qualification, reference, ITC, criminal checks, and compulsory competency assessment (where applicable). It is our intention to promote representativity in terms of race, gender, and disability through the filling of this post and candidates whose appointment will promote representativity will receive preference. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) prior to the selection process. SASSA is under no obligation to fill a post after the advertisement thereof. **Please note:** All SASSA staff are subjected to compulsory security vetting on appointment. 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. Person with Disabilities are strongly encouraged to apply"

Closing date: 27 March 2024

Applicants interested in applying for this posts should send their applications (CV, fully completed and signed New Z83 only), quoting the reference number and position name as per the advert. The subject heading of the email should indicate the reference number and name of the position you are applying for. Applicants must ensure that they send their application to the correct inbox/email indicated on the position. Applications sent to the incorrect inbox/email will not be considered. Applications should consist of a comprehensive CV (specifying all experience, and duties, specifying the respective dates (MM/YY) per position, Identity number, Race, and Gender as well as indicating references with full contact details. Kindly note that certified copies of qualifications, certificates, ID and driver's license, etc. should be submitted upon request. Failure to comply with the above requirements may result in your application being disqualified

Correspondences will only be limited to the shortlisted 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.