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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.

**ADVISORY COMMITTEE FOR PERFORMANCE CONTRACTING AND ASSESSMENT (2 PROFESSIONALS AND CHAIRPERSON)**

**Duration: 3 Years**

**Location: Head Office (Pretoria)**

**(Ref: HO ST/25/02/2024-01)**

**Description:** Invitation for nominations for 2 professionals and a Chairperson (3 independent professionals) to form part of the Advisory Committee for the performance contracting and assessments of EMs/REMs/Act and CEO direct reports within the South African Social Security Agency (SASSA) for a period of 3 year

**Requirements:** A minimum of at least a NQF Level 7 qualification in Human Resources (HR) Related fields coupled with 3 years' experience in Competency Performance Assessments for members of Senior Management Service and/or Individual Performance Assessments for members of Senior Management Service in the Public Service. Proof of reference letters from service providers to confirm the above 3 years' experience with contactable references must be accompanied with the application otherwise it will lead to automatically disqualification.

**Skills:** An understanding of the public sector institutional landscape in South Africa in general and of the South African government systems in particular; Knowledge of the PFMA, Treasury Regulations and Frameworks issued by the National Treasury and Chapter 4 of the SMS Handbook; Skills in Performance Management; Skills in data analysis; Skills in auditing management and human resource management systems; and Skills in project management.

**Duties:** The primary function is to provide quality assurance of individual performance contracts and the moderation of the PMDS documentation (assessments) as submitted by the members of Executive/Regional Executive Managers/Act and direct reports to the Chief Executive Officer (CEO). This process will include the analysing of the Annual Performance Plan (APP) and Auditor General Audit (AG) finding reports of SASSA, the actual moderation process of individual performance assessment, recording of the proceedings and writing of individual reports justifying the performance assessment scores and an overall report with recommendations to the CEO.

Other duties will be of inclusive but not limited to the following:

- Compliance with policies, procedures, legislation in respect of Performance Management & Development for members of SMS.
- Consider individual performance contracts and quality assurance against alignment of the Annual Performance Plan (APP).
- Consider and moderate individual performance
- Assessment reports as submitted by respective members.
- Measure the level of performance of each member against the targets in the performance agreement, and make recommendations to the Chief Executive Officer, which he/she may take into consideration when concluding the
- performance evaluation of each member,
- Make recommendations on the overall Performance Improvement Plans and Personal Development Plans of members,

- Ensure compliance in terms of the mandatory 1.5% budget limitations of the total personnel expenditure which is used for the payment of performance bonus, and
- Make recommendations on the allocation of performance incentives.

**Term of Office and Remuneration:** The appointments are for a period of three (3) years. Committee members will be remunerated in accordance with rates as determined by the Department of Public Service and Administration (as amended) on salary band 13/14, short term (means less than 60 consulting days) on all overheads (means consultant provided all overheads e.g. office, parking, telephone etc.). For detail information on the rates please visit [Fees July 2020 Final.xlsx \(dpsa.gov.za\)](#). If successful, the applicant will be expected to be tax compliant prior to signing service level agreement/contract. Depended on the number of reports the envisaged tasks will be approximately 3 to 4 weeks per year.

**Conditions of appointment:**

The incumbent must be registered on National Treasury Central Supplier Database (CSD). Be tax compliant. The incumbent will also be required to sign a Service Level Agreement prior to rendering a service to SASSA.

**Application Details:**

**If successful, the applicant will be expected to register with National Treasury Central Supplier Database and be tax compliant prior to signing service level agreement/ contract.**

**Applicants must submit a detailed & up to date Curriculum Vitae (CV) and completed New Z83 form). The curriculum vitae must also indicate the employment equity status of the applicant i.e. race, gender and disability. Kindly note that copies of qualification, certificate, ID and driver's license etc. should be submitted upon request. Applicants should email their detailed CVs to [AdvisoryTeam@sassa.gov.za](mailto:AdvisoryTeam@sassa.gov.za)**

**Applicants must use the reference as subject line on the email for Audit Committee Member positions. Failure to comply with the application instructions above will result in the disqualification of your application.**

**For enquiries regarding this position, please contact **Mr. Simon Mataboge (012) 400 2500.****

**Should you not be contacted within three months of advert closing, please consider your application unsuccessful. **Closing date: 4 March 2024.** No late applications will be accepted.**

