

*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.**

**LIMPOPO REGION  
EXTERNAL ADVERT**

**Local Office Manager (1 posts)**

**Salary: R958,824.00– R 1,125,825.00 p.a. inclusive of benefits**

**Location: Mopani District: Phalaborwa Local Office (Ref No: SAS LP01/10/2023)**

**Requirements:** Candidates should have a B degree or a 3 year tertiary qualification coupled with 1-2 years management experience in the relevant field; Knowledge of SASSA's Constitutional mandate, relevant policies and legislation in Public Management; Knowledge of Social Security services and poverty alleviation matters; Computer literacy and a valid driver's license are essential.

**Duties:** The incumbent will be responsible for the management of the divisions at the Local Office; Provide Support Services - Human Capital Management, Financial Accounting and Supply Chain Management services, including Fleet Management, Facilities Management, ICT enquiries and Records Management; Management of the Grant Administration (Operations Management, Customer Care Management, Pay Point Management, Disability Management and Beneficiary Maintenance); Compilation of the operational plan; Manage resources, stakeholder engagements and outreach programmes; Data acquisition, analysis and management of information/reporting to the District.

**Important notes:** All these positions are advertised with the minimum requirements. Appointments 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 the applicant's responsibility to have foreign qualifications evaluated by 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. 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. Person with Disabilities are strongly encouraged to apply.**

**Closing date: 08 December 2023**

<b>Mopani District</b>	Attention: Manager Admin Support Mr Senyolo TT Email: <a href="mailto:ApplicationsMopani@sassa.gov.za">ApplicationsMopani@sassa.gov.za</a>	<b>Enquiry: Ms Mhaleni R</b> <b>Tel: 015 306 9499</b>
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Applicants interested in applying for these posts should send their applications (CV and fully completed New Z83 form) quoting the relevant 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 a correct inbox/email indicated on each position. Applications sent to the incorrect inbox/email will not be considered. Applications should consist of a comprehensive CV (specifying all experience, duties, indicating the respective dates (MM/YY) per position, Identity Number, Race and Gender as well as indicating references with full contact details, Qualification with passed subjects). Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. Kindly note that copies of qualification, certificate, 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.

**Correspondence will only be conducted with the short-listed 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.**

Visit us at [www.sassa.gov.za](http://www.sassa.gov.za) or toll free: 0800 60 10 11.

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TOGETHER WE CAN BUILD THE COUNTRY