

*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

Administrative Officer (Level 7)

Salary: R294, 321.00 – R343, 815.00 exclusive of benefits

Location: CAPRICORN DISTRICT: Blouberg Local Office (Ref No SAS 08/10/2023).

Minimum Requirements: Candidates should hold a B degree/National Diploma with 1-2 years' experience or Senior Certificate (Matric) with 3-5 years relevant experience in the administration support. Knowledge of SASSA constitutional mandate, relevant policies and legislative requirements. Computer literacy and a valid driver's licence is essential.

Duties: The incumbent will be responsible for the co-ordination of the overall functions/ duties attached to the divisions: Human Capital Management, Finance, Facilities Management and Auxiliary Support which includes Transport Management, Records Management Services, ICT Help Desk, Co-ordinate resources attached to the above units and all other general support functions within the local office. Supervise staff and manage resources. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3).

Administration Clerk (Level 05)

Salary: R202, 233.00 – R235, 611.00 exclusive of benefits

Location: WATERBERG DISTRICT: Modimolle Local Office (Ref No SAS 09/10/2023)

Minimum Requirements: Candidates should have a Senior Certificate (Matric) ; 0-1 years' experience, Planning and Organising Skills, Analytic Thinking, Innovation and Policy Advice. Computer Literacy and Valid Driver's licence are essential,

Duties: The incumbent will effectively render clerical administration duties as; Transport Services, Human Resource Administration, Records Managements Services, ICT Help Desk, General Admin Support Services and Provisioning Services (Procurement& Issuing of Stores).Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3)

2X Grants Administrator (Level 5)

Salary: R202, 233.00 – R235, 611.00 exclusive of

Location: VHEMBE DISTRICT: Mutale Local Office (Ref No SAS 10/10/2023), WATERBERG DISTRICT: Modimolle Local Office (Ref No SAS 11/10/2023)

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 assist in the administration of Social Grants at Local Office Level; Effectively screen all grant applications; Capture applications on the system; Provide customer care; Process other grant documentation/ perform other grants administration functions; Conduct quality control on grant applications and ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3).

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

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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

Capricorn District	Attention: Manager Admin Support Mr Sebatloang MJ Email: ApplicationsCapricorn@sassa.gov.za	Enquiry: Ms Mashego ME Tel: 015 284 6169/6030
Vhembe District	Attention: Manager Admin Support Mr Nkuna YA Email: ApplicationsVhembe@sassa.gov.za	Enquiry: Ms Sikhwari T Tel: 015 960 3271/3256
Waterberg District	Attention: Manager Admin Support Ms. Boya L Email: ApplicationsWaterberg@sassa.gov.za	Enquiry: Ms Nyalungu MM Tel: 014 718 3525/3632

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.

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