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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.

EXTERNAL ADVERT FREE STATE REGION

The South African Social Security Agency, Free State Region is inviting unemployed graduates, to apply for Internship Programme for a period of 24 months. The following positions are available:-

Branch: Finance (2 posts)

Location: Finance Regional Office, Debt Management (Ref. No: SAS 01 / 2023)

Stipend: R 7 043.31 per month

Requirements: Candidates should hold a National Diploma or 3 year tertiary qualification / Degree (NQF Level 6) 360 credits, recognised by SAQA in the field of Financial Management / Management Accounting / B Com.

Document Management Administrator (1 post)

Location: Regional Office, Records Management Centre (RMC) (Ref. No: SAS 02 / 2023)

Stipend: R 7 043.31 per month

Requirements: Candidates should hold a National Diploma or 3 year tertiary qualification / Degree (NQF Level 6) 360 credits, recognised by SAQA in the field of Records Management / Public Management / Public Administration.

Enquiries: Mr. T.P. Radebe: (051) 410 8396

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

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Grants Administration (5 posts)

Stipend: R 7 043.31 per month

Location: Koffiefontein Local Office (Ref. No: G1 / 2023)

Location: Bloemfontein Local Office (Ref. No: G2 / 2023)

Location: Welkom Local Office (Ref. No: G3 / 2023)

Location: QwaQwa Local Office (Ref. No: G4 / 2023)

Location: Sasolburg Local Office (Ref. No: G5 / 2023)

Requirements: Candidates should hold a National Diploma or 3 year tertiary qualification / Degree (NQF Level 6) 360 credits, recognised by SAQA in the field of Public Management / Public Administration or Social Services.

Applications for the above positions must be sent to the following addresses:-

SASSA Regional Office	Hand delivery: SASSA, Free State Region Iustitia Building Cnr. St. Andrew s and Aliwal Street Bloemfontein 9300	Enquiries: Mr. T.P. Radebe Manager: Provisioning and Maintenance Tel. : 051- 410 8396
Koffiefontein Local Office	Hand delivery: Sassa Xhariep District 24 Church Street Smithfield	Enquiries: Mr. S. Masama Manager: Administration Support Tel. : 051-683-6362
Bloemfontein Local Office	Hand delivery: Mangaung Metro District Iustitia Building Cnr. St. Andrew and Aliwal Street Bloemfontein 9300	Enquiries: Mr. S. Moses Manager: Administration Support Tel. 051 410 8533
Welkom Local Office	Hand delivery: Lejweleputswa District SASSA Building	Enquiries: Mr. M. Choane Manager: Administration Support

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	Cnr. Jan Hoff Meyer and Koppie Alleen Roads Welkom 9459	Tel. 060 785 0938
QwaQwa Local Office	Hand delivery: Thabo Mofutsanyana District Old Post Office Building De Bult Road Witsieshoek 9870	Enquiries: Ms. M.V. Motaung Manager: Administration Support Services Tel. 058 718 3911
Sasolburg Local Office	Hand delivery: Fezile Dabi District Sasolburg Local Office 10 N.J. Van Der Merwe Crescent, Sasolburg 1947	Enquiries: Mr. J. Tsotetsi Practitioner: Human Capital Management Tel. 016 285 0305

Important notes: All these positions are advertised with the minimum requirements. Appointments will be subject to a compulsory pre-employment screening in the form of qualification, reference, ITC, criminal checks, technical test and compulsory competency assessment. It is our intention to promote representivity in terms of race, gender and disability through the filling of this post and candidates whose appointment will promote representivity will receive preference. 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 that all SASSA staff are subjected to compulsory security on appointment.

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: 25 September 2023

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Applicants interested in applying for these posts should submit their applications (CV and completed New Z83 form) quoting the relevant reference number and position name as per the advert. 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. 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 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.

Visit us at www.sassa.gov.za or toll free: 0800 60 10 11.

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