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**sassa**  
SOUTH AFRICAN SOCIAL SECURITY AGENCY

## **GAUTENG EXTERNAL ADVERT**

SASSA is a dynamic organization 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.

### **Assistant Manager: Customer Care**

**Salary: R 393,711 – R463,764 p.a. exclusive of benefit**

**Location: Sedibeng District Office (Ref: GP/SAS 12/02/2023)**

Candidates should hold a three year relevant National Diploma/B Degree qualification (NQF Level 6/7), coupled with 3-5 year's supervisory experience in the relevant field within Grants Administration Knowledge of SOCPEN and MIS, SASSA's constitutional mandate and relevant policies and legislative in public management as well as of social security management and poverty alleviation matters; Computer literacy is essential and a valid driver's license is a prerequisite.

Assist with the management and organizing of ICROP in the Region; Engage in special promotional events organized/ planned by other spheres of government; Assist with the management and coordination of the customer relations strategy in the Region; Manage and provide a customer call centre function to SASSA clients; Manage day-to-day operations of the call centre function; Provide advice on social assistant legislation, policies and procedures on grants administration; Manage subordinates in the section: The incumbent will also be managing the office operations within the Heidelberg/Ratanda local office. Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, and Part 3.

The application for the above position must be sent to: [ApplicationsMas@sassa.gov.za](mailto:ApplicationsMas@sassa.gov.za)  
Enquiries: Ms. Mashudu Malivha on 011 241 8563.

Important notes: Appointment will be subject to a compulsory pre-employment screening in the form of qualification, references, ITC, and criminal checks. It is our intention to promote representivity in terms of race, gender, disability and youth through the filling of these posts and candidates whose appointment will promote representivity 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. The Agency is under no obligation to fill a post after the advertisement thereof. Please note: All SASSA staff are subject to compulsory Security Vetting on appointment. Emailed 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.**

Toll free: 0800 60 10 11  
[www.sassa.gov.za](http://www.sassa.gov.za)

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**Closing Date: 03 March 2023**

Applicants interested in applying for the posts should send their applications (**CV, Fully completed New Z83 obtainable from DPSA and Government Departments and attach the highest qualification only**) quoting the relevant reference number and position name as per the advert. The subject heading of the email should indicate the name of the position you are applying for. Applicants must ensure that they send their applications to a correct inbox/email indicated on the position. Applications should consist of a comprehensive CV (specifying qualifications - institution obtained from, 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 other 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.

**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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