

*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.

**EXTERNAL ADVERT
GAUTENG (TARGETED FOR PEOPLE WITH DISABILITIES)**

Manager: Beneficiary Maintenance (Records Management)

Salary: R 766,584 - 903,006 p.a. Inclusive of benefits (**Level 11**)

Location: **Regional Office: (Johannesburg Selby) (Ref: GP/SAS 15/02/2023)**

Candidates should hold B. Degree/National Diploma in Management/Public Administration (NQF Level 6 or 7) as recognized by SAQA coupled with 1-2 years management experience in Records Management, SASSA, s MIS, BI and SOCPEN systems would be essential; Knowledge of SASSA's Constitutional mandate, relevant policies and legislation will be required, such as Archives Act, PFMA and OHS. Computer literacy and a valid driver's license are essential.

The incumbent will provide strategic guidance and support in relation to beneficiary maintenance; manage the process of guidance and coordination of grant reviews and quality assurance functions; manage the coordination of business administration systems with regards to grants administration; Provide advice on social assistance legislation, policies and procedures in relation to beneficiary maintenance, manage beneficiary records, assist with the management of the Unit Performance Monitoring & Reporting, Manage service provider and subordinates. 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

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.

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 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 or toll free: 0800 60 10 11.

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

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social development
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