

*paying the right social grant, to the right person,  
at the right time and place. NJALO!*



**sassa**  
SOUTH AFRICAN SOCIAL SECURITY AGENCY

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

**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**

**Practitioner: Provisioning and Maintenance**

Salary: R331, 188 p.a – R390, 129 p.a. exclusive of benefits

**Location: Regional Office (Ref: GP/SAS 10/02/2023)**

Candidates should hold a Relevant Degree/National Diploma in Human Resource Management/Public Administration (NQF Level 6 or 7) as recognized by SAQA coupled with 2- 3 years' experience in the Provisioning and Maintenance as well as Records Management functions, Computer literacy and a valid driver's license are essential while knowledge and experience of the Oracle will serve as an added advantage.

The incumbent will assist with the rendering and management of service benefits and conditions and provide advice on policy pertaining to benefits and service conditions; Manage, supervise and assist with administration processes pertaining to the human capital operational processes as follows; Recruitment, Selection and Appointment, staff resettlement, Movement/Transfer of staff between component/units and Regions, Secondments, Long Service awards, Leave Administration/support offices with regards to Online leave; Termination of services; Assist with the development and compilation of statistical reports on Human Capital matters; Advice / assist / support district offices and local offices with human capital operational issues; Optimally usage of the Oracle system as well as effective utilisation of staff structure and staff establishment; Supervision of staff within the HCM Registry unit as well as supervise/coordinate the entire HCM Registry unit to be in line with the SASSA File Plan and 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: [ApplicationsMal@sassa.gov.za](mailto:ApplicationsMal@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**

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

SASSA News @OfficialSASSA



social development  
Department:  
Social Development  
REPUBLIC OF SOUTH AFRICA



TOGETHER WE CAN BUILD THE COUNTRY

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Applicants interested in applying for the posts should send their applications (**CV, Fully Completed New Z83 obtainable from DPSA Website 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 results your application been 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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