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.

GAUTENG REGION
EXTERNAL ADVERT

X4 Grants Administrator
Salary: R181, 599 – R 213,912 p.a. exclusive of benefits
Merafong Local Office: West Rand District: Location (Fochville) (Ref: GP/SAS 01/02/2023)
Johannesburg Local Office: Johannesburg District (Ref: GP/SAS 02/02/2023)
Khatorus Local Office: Ekurhuleni District (Ref: GP/SAS 03/02/2023)
Soshanguve/Hammanskraal Local office: North Rand District (Ref: GP/SAS 04/02/2023)

Minimum Requirements: Candidates should have a Senior Certificate (NQF Level 4), Computer literacy is essential.

Added advantage: A Valid driver's license/Administrative/clerical experience will be an added advantage.

The incumbent will be to 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 customer care; process other grant documentation / perform other grants administration functions; control on grants application and Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, and Part 3.

Applications for **Merafong Local Office** must be sent / emailed to**:** (GPHCMSifisoNApplications@sassa.gov.za)
Applications for **Johannesburg Local Office** must be sent / emailed to: (GPHCMDavidSApplications@sassa.gov.za)
Applications for **Khatorus Local Office** must be sent / emailed to: (GPHCMNomfundoNkApplications@sassa.gov.za)
Applications for **Soshanguve/Hammankraal Local Office** must be sent / emailed to:
(GPHCMThanyaniMApplications@sassa.gov.za)

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. SASSA 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 will 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 results your application been disqualified.**

General Enquiries: Mashudu Malivha on 011 241 8563
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.