

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



**sassa**

SOUTH AFRICAN SOCIAL SECURITY AGENCY

**Manager: Information Security**  
**Salary Level 9: R 424 104 - R 496 467 p.a. exclusive of benefits**  
**Location: Head Office – Pretoria (Ref No. SAS HO 05/04/24-05)**  
**Duration: Permanent**

**Requirement:** Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA in the relevant field, Computer literacy and a valid driver's license are essential.

**Experience:** 3-5 years Cyber security and network security work experience.

**Knowledge and Skills:** Hands on experience in security systems, including firewalls, intrusion detection systems/Intrusion prevention systems, antivirus software, authentication systems, log management (SIEM), content filtering, and similar areas as required; knowledge of development of ICT security related policies, processes, procedures and standards; Knowledge and experience in project management.

**Added Advantage:** CompTIA Security+ will be an added advantage.

**Duties:** The candidate will assist with the deployment of technical security solutions; Conducting network and IT/information security assessments such as password auditing, Monitor and conduct tests on potential "hacks" and/ or suspicious movement on IT systems, Investigate and report on unauthorized access to IT systems; Provide focused analysis against intrusion, anomalies, malware, viruses to identify critical information about source, intended target, affected systems or hosts, recommended mitigation measures and risk to mission; Assist with vulnerability assessment: Monitor security systems controls and provide early warning of abnormalities or problems, Implement security improvements initiatives, Assist with the implementation and maintenance of security standards, Assist with the development of the security framework to ensure compliance.

**The application for the above position must be sent to [salomeapplications@sassa.gov.za](mailto:salomeapplications@sassa.gov.za) enquires: Ms Salome Maluleke - 012 400 2057.**

**Specialist: Demand Management**  
**Salary Level 10: R 527 298 - R 617 622 p.a. exclusive of benefits**  
**Location: Head Office - Pretoria (Ref No. SAS HO 05/04/24-06)**  
**Duration: Permanent**

**Requirements:** Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA in the relevant field; Computer Literacy and a valid driver's license are essential.

**Experience:** 3-5 years relevant experience in Supply Chain Management.

**Knowledge and skills:** Extensive knowledge, experience, interpretation and application of SCM prescripts; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and other relevant SCM regulations.

**Duties:** The candidate will assist with the monitoring regarding the adherence to Demand Management policies and procedures; Assist with the administration of Bid specification committee in order to ensure appropriate evaluation; Assist to ensure standardization and adherence to legislation (PFMA, Treasury regulations etc); Assist with conducting of industry analysis on potential service providers; Assist with the identification of SASSA's procurement needs; Assist in monitoring the Demand plan of SASSA and Assist in the management of resources in the unit.

**The application for the above position must be sent to [noahapplications@sassa.gov.za](mailto:noahapplications@sassa.gov.za) enquires: Mr Lakhikhaya Noah – 012 400 2146.**

**Clerk: Provisioning Administration (Acquisitioning)**  
**Salary Level 5: R 202 233 – R 235 611 p.a. exclusive of benefits**  
**Location: Head Office – Pretoria (Ref No. SAS HO 05/04/24-07)**  
**Duration: Permanent**

**Requirements:** Candidates should hold a Senior Certificate with Mathematics, Mathematics Literacy or Accounting.

**Experience:** 0-1 years working experience within the relevant field;

**Knowledge and Skills:** Functional / Professional knowledge; Computer literacy; Planning and Organizing; Innovation / creativity; Policy advice / inputs.

**Added Advantage:** a driver's license will be added advantage.

**Duties:** The candidate will assist with the implementation of the operation plan of the acquisitioning and provisioning unit; maintain a database of service providers; Capture all requisitions, purchase orders, blanket purchase agreements; Process orders; Source quotations and Faxing of orders to suppliers and confirming order numbers with Units.

**The application for the above position must be sent to [noahapplications@sassa.gov.za](mailto:noahapplications@sassa.gov.za) enquires: Mr Lakhikhaya Noah– 012 400 2146.**

**Specialist: Internal Communication**  
**Salary Level 9: R424 104 – R 496 467 exclusive of benefits**  
**Location: Head Office - Pretoria (Ref No. SAS HO 05/04/24-08)**  
**Duration: Permanent**

**Requirements:** Candidates should hold an undergraduate qualification (NQF Level 6) in Communication, Marketing, Media Studies and Public Relations as recognized by SAQA. Computer literacy and a valid driver's license are essential.

**Experience:** 3-5 years' experience in the communication, marketing, public relations and project management field.

**Knowledge and Skills:** Functional / Professional Knowledge; Planning and Organizing; innovation / Creativity; Policy Analysis and Development; Good Writing Skills, Project Management; Knowledge of multi-media, photography, videography, events coordination, social media, writing articles and online marketing; willing to travel.

**Duties:** The candidate will assist with the management and the operations of internal communication functions within the Agency; Assist management with the development and implementation of an internal communication strategy within the Agency; responsible for the development and production of the Agency's newsletter and internal communication related publications. Coordination of events and campaigns; Assist with the management of the Unit and Manage subordinates in the section.

**The application for the above position must be sent to [pamapplications@sassa.gov.za](mailto:pamapplications@sassa.gov.za) enquires: Ms Pamela Tshetu – 012 400 2264.**

**System Analyst**  
**Salary Level 11: R 811 560 – R953 485 p.a. inclusive of benefits**  
**Location: Head Office – Pretoria (Ref No. SAS HO 05/04/24-09)**  
**Duration: Permanent**

**Requirements:** Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA in the Information Technology or relevant field coupled with 1-2 years proven management experience in the relevant field; a valid driver's license is essential.

**Added advantage:** Minimum of three (3) years' experience in system analysis.

**Duties:** The candidate will engage in the system development cycle, starting with documenting business case, interpreting business requirements, crafting functional and technical business requirements, and testing all systems developed for the Agency. Project manage systems development and deployment. Perform requirements analysis, design and testing phases following the System Development Life Cycle (SDLC). Manage the Change Management process when implementing new system/functionality. Deliver systems training to users. Perform user access management reviews for all systems (Oracle ERP, In-House Developed Applications) and respond to audit requests. Manage all admin and reporting outputs for ERP and In-House Developed Applications.

**The application for the above position must be sent to [salomeapplications@sassa.gov.za](mailto:salomeapplications@sassa.gov.za) enquires: Ms Salome Maluleke - 012 400 2057.**

**Senior Legal Admin Officer- MR 6 (OSD)**  
**Salary: R531 381 – R1 252 374 p.a. inclusive of benefits**  
**(Salary will be determined in accordance with OSD determination)**  
**Location: Head Office - Pretoria (Ref No. SAS HO 05/04/24-10)**  
**Duration: Permanent**

**Requirement:** Candidates should be in possession of an LLB or B.Proc degree. Computer literacy and a valid driver's license are essential.

**Experience:** 8 years post qualification legal experience (specifically in drafting and vetting of contracts, management of litigation, labour dispute resolution, interpretation of legislation, provision of legal opinions and debt collection).

**Knowledge and Skills:** Computer literacy and a valid driver's license are essential;

**Added Advantage:** Admission as an attorney or advocate will serve as an added advantage.

**Duties:** The candidate will be responsible to provide assistance and execute instructions in the development and implementation of the legal services frameworks, (such as contract management, litigation management and legislation compliance frameworks; as well as the applicable policies and legislation within SASSA); Interpretation of the provisions of contracts and legislation; Drafting, negotiation and vetting of contracts; Manage litigation; provide legal opinions; Handle debt collection matters; Provide support to labour relations with regard to labour matters at enquiries, arbitrations and/or labour court; Advise on legislative changes and provide guidance on compliance with applicable legislation and policies, identify and manage legal risks; Conduct training on applicable prescripts for the internal stakeholders on a need-be basis and attend to other *ad hoc* requests for legal services.

**The application for the above position must be sent to [pamapplications@sassa.gov.za](mailto:pamapplications@sassa.gov.za) enquires: Ms Pamela Tshetu – 012 400 2264**

**Specialist: Fraud Prevention**  
**Salary Level 8: R 359 517 – R 420 402 p.a. exclusive of benefits**  
**Location: Head Office – Pretoria (Ref No. SAS HO 05/04/24-11)**  
**Duration: Permanent**

**Requirements:** Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA in the relevant field; Computer literacy and a valid driver's license are essential

**Added advantage:** Forensic investigations, Law, Policing and CFE (Certified Fraud Examiner) will be an added advantage  
**Prepared to frequently travel nationally.**

**Experience:** 2-3 years' experience in the relevant field;

**Knowledge and Skills:** Sound knowledge of the prevention and combating of corrupt activities Act. Social Assistance Act, Criminal procedure Act, Knowledge of legislative requirements in the Public sector, including the Public Finance Management Act; Knowledge of corporate governance and risk management process.

**Duties:** The candidate will be conducting investigations relating to fraud and corruption; Assist with the facilitation of the implementation of a fraud prevention Strategy; Assist with the monitoring of progress on fraud cases; Assist with the reporting on outcomes of fraud cases; Assist to review the fraud prevention strategy; Assist with the designing and developing of fraud risk controls; Assist with the recovery of debts for social fraud cases; Screening of cases from PSC (Public Service Commission) and Hotline; Capturing of cases in Fraud Case Management System.

**The application for the above position must be sent to [salomeapplications@sassa.gov.za](mailto:salomeapplications@sassa.gov.za) enquires: Mr Salome Maluleke-0124002057**

**Important notes:** All these positions are advertised with the minimum requirements. Appointments will be subjected to compulsory pre-employment screening in the form of qualification, reference, ITC, criminal checks and compulsory competency assessment (where applicable). 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: All SASSA staff are subjected to compulsory security vetting on appointment. E-mailed 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.**

Applicants interested in applying for these posts should send their applications (CV and completed New Z83 form) quoting the relevant reference number and position name as per the advert. The subject heading of the email should indicate the reference number and name of the position you are applying for. Applicants must ensure that they send their application to a correct inbox/email indicated on each position. Applications sent to the incorrect inbox/email will not be considered. 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 your application being disqualified.

**General Enquiries: Pamela Tshetu – Tel (012) 400 2264 or Mr Tlou Moloto - Tel No: (012) 400 2326 -Closing Date: 18 April 2024**

**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.**

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

