

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



**sassa**  
SOUTH AFRICAN SOCIAL SECURITY AGENCY

## INTERNSHIP PROGRAMME – 12 months

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 and prosper.

### EXTERNAL ADVERT: WESTERN CAPE INTERNSHIP PROGRAMME

The South African Social Security Agency (SASSA) is inviting unemployed graduate, throughout South Africa to apply for our Internship Programme.

#### Regional Office (Western Cape) x 10 posts

Grant Administration: Location - Western Cape Regional Office, Cape Town

Operations Management: (Office of the General Manager) x 1 (Ref no: GA /WC/1)

Qualifications: National Diploma / Degree Public Administration / Business Administration / Business Management and Public Management (NQF 6 or 7)

Disability Management Unit x 1 (Ref no: GA /WC/2)

Qualifications: National Diploma / Degree Public Administration / Business Administration / Business Management and Public Management (NQF 6 or 7)

Disaster Management x 1 (Ref no: GA /WC/3)

Qualifications: National Diploma / Degree Public Administration / Business Administration / Business Management and Public Management (NQF 6 or 7)

Operations: (General Manager Office) x 1 (Ref no: GA /WC/4)

Qualifications: National Diploma / Degree Public Administration / Business Administration / Business Management and Public Management (NQF 6 or 7)

Corporate Services - Location: Western Cape Regional Office, Cape Town

Departmental Coordinator (GM) x 1 (Ref no: CS/WC/1)

Qualification: National Diploma / Degree – Public Management / Office Management (NQF 6 or 7)

Human Capital Management x 1 (Ref no: HCM/WC1) (NQF 6)

Qualification: National Diploma / Degree Human Resource Management (NQF 6 or 7)



Security Management x 1 (Ref no: CS/WC/1)

Qualification: National Diploma / Degree Security Management / Public Administration (NQF 6 or 7)

Communication x 1 (Ref No: COM/WC/1)

Qualification: National Diploma / Degree Communications and Marketing (NQF 6 or 7)

Legal Services x 1 (Ref No: LS/WC/1)

Qualification: Degree LLB (NQF 8)

Finance - Location: Western Cape Regional Office, Cape Town

Debt Management x 1 (Ref no: FIN/WC/1)

Qualification: National Diploma/ Degree with Major in Financial Accounting (NQF 6 or 7)

**Applications for the above positions must be sent to: [ruhanvanApplications@sassa.gov.za](mailto:ruhanvanApplications@sassa.gov.za)**

All applications must be between the ages of 18-35 years and be South African Citizens. Applicants who need experimental training must have completed and studied at the recognised/ accredited institutions of higher learning in the Republic of South Africa.

The successful candidates will be appointed for **12 months'** internship contract. An all-inclusive stipend of **R 7043.31** will be payable.

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**Important notes:** Appointments will be subjected to compulsory pre-employment screening in the form of qualification, reference, ITC, criminal checks. It is our intentions to promote representivity in terms of race, gender, **disability** and youth 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.

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**Applicants interested applying for internship Programme should send their applications (Fully completed Z83, Identity Document or Smart Card, detailed CV and certified copies of Senior Certificate and post matric qualification acquired quoting the relevant reference number to the relevant address and position name as per the advert. The subject heading of the email should indicate Western Cape Programme name you are applying for. Kindly note that other documents e.g. Certificates, ID and Drivers Licence etc. should be submitted upon request.**

**Closing date: 22nd August 2023**

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**Enquiries: Mr Ruhan van der Merwe (021 469 0353) or Mr Desmond Matutu (021 469 0349)**

**If you have not been contacted within 3 months after closing date of advertisement, please accept that your application has been unsuccessful.**