

*[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.

The following positions are available in KZN Region

Local Office Manager

Salary : R908 502.00 – R1 054 356.00 p.a. inclusive of benefits

Location: Nguthu Local Office (Ref No: G6/2023).

Minimum Requirements: Candidates should hold a B degree or a 3 year tertiary qualification in the relevant field coupled with 1-2 years management experience in the relevant field; Knowledge of SASSA's Constitutional mandate, relevant policies and legislation in Public Management; Knowledge of Social Security services and poverty alleviation matters; Computer literacy and a valid driver's licence are essential.

The incumbent will be responsible for the management of the divisions at the Local Office; Provide support services – Human Capital Management; Financial Accounting and Supply Chain Management services, including Fleet Management, Facilities Management, ICT enquires and Records Management; management of the Grants Administration (Operations Management, Customer



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



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

Care Management, Pay Point Management, Disability Management and Beneficiary Maintenance); Compilation of the operational plan; Manage resources, stakeholder engagements and outreach programmes; Data acquisition, analysis and management of information/reporting to the District.

The applications for the above position must be sent to
BLKZNapplications@sassa.gov.za

Assistant Manager: Supply Chain Management

Salary : R393 711 - R 463 764.00 p.a. exclusive of benefits

Location : KZN Regional Office: Pietermaritzburg
(Ref No: SAS 1/2023).

Minimum Requirements: Candidate should hold a relevant Degree / National Diploma with 3 – 5 years supervisory experience in the relevant field. Computer literacy and a valid driver's licence are essential.

Duties: The incumbent will Implement demand plan for financial year; Manage supplier database; Provide internal control services; Provide asset management services; Assist in the management of the resources in the unit; Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

The applications for the above position must be sent to
NOKZNapplications@sassa.gov.za



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



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

Grants Administrator (x2 posts)

Salary : R181 599.00 – R213 912.00 p.a. exclusive of benefits

**Location : Hlanganani Local Office (Ref No: G7/2023) and
Nongoma Local Office (Ref No: G8/2023).**

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

Added advantage: A Valid driver's licence and / or administrative / clerical experience will be an added advantage.

Duties: The incumbent will 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 other grant documentation/perform other grants administration functions; Conduct quality control on grants applications and Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, Part 3).



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



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

Clerk : Operations Management Unit
Salary : R181 599 – R213 912.00 p.a. exclusive of benefits
Location : Midlands District Office (Ref No: G9/2023).

Minimum Requirements: Candidate should hold a Senior Certificate; computer literacy is essential; 0-1 year working experience.

A valid driver's licence will serve as an added advantage.

Duties: Assist with the rendering of administrative support; Assist with individual problematic beneficiary cases referred to District office for investigation; Assist to deal with overpayments in respect of alleged fraudulent cases; Collate information from all local offices in order to draft reports on statistical issues on grants operational issues within the District and assist with the monitoring of SOCPEN training within the District.

The applications for the above positions (2 Posts of Grants Administrators and Clerk: Operations Management Unit) must be sent for the attention of Mr JS Phoseka, Private Bag X9146, Pietermaritzburg, 3201 or Hand Deliver at No.1 Bank Street, Pietermaritzburg, 3201

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



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

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.

Important notes: These positions are advertised with minimum requirements. Appointment will be subject to a compulsory pre-employment screening in the form of qualification, reference, ITC, criminal checks and compulsory competency assessment (where applicable). It is our intention to promote representivity in terms of race, gender and disability 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. Should candidates wish to apply for more than 1 post, separate application forms should be completed and send through an email/post on or before the closing date: **17 February 2023.**

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

SASSA News @OfficialSASSA



social development
Department
Social Development
REPUBLIC OF SOUTH AFRICA



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



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

Applicants interested in applying for these posts should send their applications (CV and fully completed and signed new Z83) 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 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 qualifications, certificates, ID and driver's license etc, should be submitted upon request.

Enquiries: Mr JS Phoseka (033) 846 3456.

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.
