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at the right time and place. NJALO!*]



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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 position is available in KZN Region.

Local Office Manager

Salary : R958 824.00 – R1 125 825.00 p.a. inclusive of benefits

Location : Nquthu Local Office (Re-advertisement) (Ref No: G24/2023)

Minimum Requirements: Candidates should hold a B degree or a 3 year tertiary qualification 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.

Duties: 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



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of the Grants Administration (Operations Management, Customer 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 STAK2NApplication@sassa.gov.za

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: This position is 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 this post 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



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to fill a post after the advertisement thereof. **Please note:** All SASSA staff are subject to compulsory Security Vetting on appointment. Interested candidates who wish to apply must send their completed application forms through an email on or before the closing date: **01 August 2023.**

Applicants interested in applying for this post should send their applications (**CV and Fully completed and signed Z83**) quoting the **relevant reference number and position name** as per the advert. The subject heading of the mail should indicate **the name of the position you applying for**. Applicants must ensure that they send their applications to correct **inbox/email or postal address indicated on the position. Applications sent to the incorrect inbox/mail or postal address will not be considered.** Applications should consist of **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 drivers licence 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

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**closing date of the advertisement, please accept that your application
has been unsuccessful.**

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

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social development
Department
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REPUBLIC OF SOUTH AFRICA

