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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 positions are available in KZN Region**

### **Local Office Manager**

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

**Location: Richmond Local Office (Ref No: G11/2023).**

**Minimum Requirements:** Candidates should have 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 license 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 enquiries and Records Management; Management of the Grant Administration (Operations Management,



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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 [NOKZApplications@sassa.gov.za](mailto:NOKZApplications@sassa.gov.za)**

**Manager: Administrative Support Services**

**Salary : R766 584.00 – R903 006.00 p.a. inclusive of benefits**

**Location: Durban District Office (SAS2/2023)**

**Minimum Requirements:** Candidate 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 management and poverty alleviation matters. Computer and valid driver's license are essential.

**Duties:** The incumbent will provide leadership and management to the unit, Manage human capital management services in the District, Manage the rendering of budget, financial accounting and supply chain management services, Manage general support services in the District office, Manage and lead team, Provide advice on



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administrative support services. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, chapter 6, and part 3).

The applications for the above position must be sent to [ApplicationsKZN@sassa.gov.za](mailto:ApplicationsKZN@sassa.gov.za)

**Assistant Manager : Beneficiary Maintenance Unit**

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

**Location : KZN Regional Office: Pietermaritzburg  
(Ref No: G12/2023).**

**Minimum Requirements:** Candidates should hold a B degree and/or 3 year tertiary qualification coupled with 3-5 years relevant supervisory experience; Knowledge of SASSA's constitutional mandate, policies, legislation, social security management and poverty alleviation matters is required; Computer literacy and a valid driver's license is an essential.

**Duties:** The incumbent will be responsible to manage the coordination of business administration systems with regards to grants administration; Manage changes and new developments in the grants administration business environment; Coordinate system training, develop and implement measures to ensure data integrity; Review and investigate management and exception reports and correct data if required; Provide advice on social assistant legislation, policies and procedures on grants administration; Assist with the



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management of the Document Management Warehouse in the Region and Manage subordinates in the section.

The applications for the above position must be sent to [PHNKZApplications@sassa.gov.za](mailto:PHNKZApplications@sassa.gov.za)

### Grants Administrator

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

**Location : Paulpietersburg Local Office (Ref No: G13/2023).**

**Minimum Requirements:** Candidates should have a Senior Certificate (NQF4); 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 a Local Office level; Effectively screen all grants applications; Capture applications on the system; Provide customer care; Process other grants documentation/perform other grants administration functions; Conduct quality control on grants applications and Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3)

**The applications for the above position (Grants Administrator) must be sent for the attention of Mr JS Phoseka, Private Bag**

Toll free: 0800 60 10 11  
[www.sassa.gov.za](http://www.sassa.gov.za)

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**X9146, Pietermaritzburg, 3201 or Hand Deliver at No.1 Bank Street, Pietermaritzburg, 3201.**

**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 on or before the closing date: **24 February 2023.**

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**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.**

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**Enquiries: Mr. JS Phoseka (033) 846 3456.**

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**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.**

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