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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:

The South African Social Security Agency is inviting unemployed graduates, to apply for Internship Programme.

Human Capital Management (1 post)

Location: Regional Office: Pietermaritzburg (Ref No: SAS3/2023)

Qualification: National Diploma or 3 year qualification / Degree recognised by SAQA in the field of Human Resources Management or Public Management.

Finance (1 post)

Location: Regional Office: Pietermaritzburg (Ref No: SAS4/2023)

Qualification: National Diploma or 3 year qualification / Degree recognised by SAQA in the field of Financial Accounting/Management Accounting/B Com.

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Communication and Marketing / Customer Care (1 post)

Location: Regional Office: Pietermaritzburg (Ref No: SAS5/2023)

Qualification: National Diploma or 3 year qualification / Degree recognised by SAQA in the field of Public Management or Public Administration or Public Relations or Communication/Marketing.

Information & Communication Technology (1 post)

Location: Regional Office: Pietermaritzburg (Ref No: SAS6/2023)

Qualification: National Diploma or 3 year qualification / Degree recognised by SAQA in the field of Information Technology.

Executive Support (1 post)

Location: Regional Office: Pietermaritzburg (Ref No: SAS7/2023)

Qualification: National Diploma or 3 year qualification / Degree recognised by SAQA in the field of Office Management and Technology/ Administration Management .



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Legal Services (1 post)

Location: Regional Office: Pietermaritzburg (Ref No: SAS8/2023)

Qualification: National Diploma or 4 year qualification / Degree recognised by SAQA in the field of LLB or relevant B degree in Law.

Document Management Administrator (4 posts)

Location: Records Management Centre: Pinetown (Ref No: G25/2023)

Qualification: National Diploma or 3 year qualification / Degree recognised by SAQA in the field of Records Management/Public Management/Public Administration.

Grants Administration

Location: Gamalakhe Local Office (2 posts) (Ref No: G26/2023)

Location: Camperdown Local Office (2 posts) (Ref No: G27/2023)

Location: Mandeni Local Office (2 posts) (Ref No: G28/2023)

Location: Gwelezane Local Office (2 posts) (Ref No: G29/2023)

Qualification: National Diploma or 3 year qualification / Degree recognised by SAQA in the field of Public Management or Public Administration or Social Services.



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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.

All applicants must be: Between the ages of 18 – 35 years and be South African citizens. Studied at a recognised institution or higher learning in the Republic of South Africa. Successful candidates will be appointed on a 24 months internship contract. An all-inclusive monthly stipend of **R7043.31** will be paid to interns.

Closing date: 25 August 2023

Important notes: Applicants interested in applying for the post should send their applications (CV, New Z83 and attach the highest qualification only) quoting the relevant reference number and position name as per the advert. Applicants must ensure that they send their applications to a correct address. It is the responsibility of the Applicant to ensure that their application is delivered before the closing date of the advert. Applications should consist of a comprehensive CV (specifying qualifications - institution obtained from, Identity Number, Race

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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. Should candidates wish to apply for more than 1 post, separate application forms should be completed.

Appointment will be subject to a compulsory pre-employment screening in the form of qualification, references, ITC, and criminal checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) prior to the selection process. The Agency 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.

The applications for the above position must be sent to

Human Capital Management & Grants Administration (Mandeni L/O) posts	Email: NNMKZNAApplication@sassa.gov.za Hand delivery: 1 Bank Street, Pietermaritzburg 3200. Attention: Human Capital Management.	Enquiries: Ms Nokulunga Gama Tel: (033) 846 3410
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<p>Finance & Grants Administration (Gamalakhe L/O) posts</p>	<p>Email: PHNKZNAApplications@sassa.gov.za</p> <p>Hand delivery: 1 Bank Street, Pietermaritzburg 3200. Attention: Human Capital Management.</p>	<p>Enquiries: Ms Hlengiwe Ndebele</p> <p>Tel: (033) 846 3337</p>
<p>Communication & Marketing/Customer Care & Grants Administration (Gwelezane L/O) posts</p>	<p>Email: STAK2NApplication@sassa.gov.za</p> <p>Hand delivery: 1 Bank Street, Pietermaritzburg 3200. Attention: Human Capital Management.</p>	<p>Enquiries: Mr Siyabonga Mntungwa</p> <p>Tel: (033) 846 3355</p>
<p>Information & Communication Technology & Grant Administration (Camperdown L/O) posts</p>	<p>Email: NOKZNAApplications@sassa.gov.za</p> <p>Hand delivery: 1 Bank Street, Pietermaritzburg 3200. Attention: Human Capital Management.</p>	<p>Enquiries: Ms Nonhlanhla Khuzwayo</p> <p>Tel: (033) 846 3330</p>
<p>Executive Support, Legal Services & Document Management Administrator posts</p>	<p>Email: ApplicationsKZN@sassa.gov.za</p> <p>Hand delivery: 1 Bank Street, Pietermaritzburg 3200. Attention: Human Capital Management.</p>	<p>Enquiries: Ms Mbalenhle Mkhize</p> <p>Tel: (033) 846 3334</p>

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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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