

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



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.

ADVERT: NORTHERN CAPE

Unit Coordinator - Salary level 07

Salary: R 269 214 – R 317 127 p.a. exclusive of benefits

Location: Regional Office: Kimberley (Ref No.: SAS NC23/02/03)

Minimum Requirements: The candidate should hold a Senior Certificate with 3 – 5 years administrative experience or National Diploma / Degree with 1- 2 years administrative experience, Computer literacy is essential.

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

Duties: The incumbent will be responsible to provide secretarial support services; provide administrative support services; Assist with the development, formatting and finalization of documentation; Manage the document flow and filing system; Assist with matters pertaining to internal budgeting, financial management and human resource administration; Assist with internal management processes; and Assist with matters pertaining procurement and provisioning.

Receptionist - Salary level 05

Salary: R181 599 – R213 912 p.a. exclusive of benefits

Location: Regional Office: Kimberley (Ref No.: SAS NC23/02/04)

Minimum Requirements: Candidates should hold a Senior Certificate (NQF Level 4) with 0-1 year relevant working experience. Computer literacy is essential.

Duties: The incumbent will Answer incoming calls, determine purpose of calls and forward calls to appropriate personnel or department. Takes and delivers messages or transfer calls to voicemail when appropriate personnel are unavailable. Answer questions about the organization and provide callers with address, directions, and other information; welcome on-site visitors, determine the nature of business and announces visitors to appropriate personnel.

Document Management Administrator - Salary level 05

Salary: R181 599 – R213 912 p.a. exclusive of benefits

Location: Regional Office: Kimberley (Ref No.: SAS NC23/02/05)

Minimum Requirements: The Candidates should hold Senior Certificate (NQF Level 4) and Computer literacy is essential.

Added advantage: A Valid driver's license/Administrative/clerical experience will be an added advantage.

Duties: The incumbent/loose correspondence/transfers, Quality assurance and scanning of files, maintenance and retrieval of files and disposal of files.

Grants Administrator: Grants Administration - Salary level 05

Salary: R181 599– R213 912 p.a. exclusive of benefits

Location: Namakwa District: Pofadder Local Office (Ref No.: SAS NC23/02/08)

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

Added advantage: A Valid driver's license and / or administrative / clerical experience will serve as an added advantage.

Duties: The incumbent will assist in 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 grant applications and Ensure adherence to Section 57 of Public Finance Management Act (PFMA, Chapter 6, Part 3).

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

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social development
Department:
Social Development
REPUBLIC OF SOUTH AFRICA



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Administrative Clerk: Administrative Support - Salary level 05 X 2

Salary: R181 599 – R213 912 p.a. exclusive of benefits

Location: John Taolo Gaetsewe District: Kuruman Local Office (Ref No.: SAS NC23/02/06)

Location: John Taolo Gaetsewe District: Moshaweng Local Office (Ref No.: SAS NC23/02/07)

Minimum Requirements: The candidate should hold a Senior Certificate (NQF Level 4); 0-1 year working experience; Knowledge in support services, Computer literacy is essential.

Added advantage: A post matric qualification as well as a valid driver's licence will serve as an added advantage.

Duties: The incumbent will assist to keep log book of pool vehicles and ensure the maintenance thereof; Keep appropriate registers updated; Check for completeness of leave forms and HR Documentation; Forward all HR requests to be finalised at Regional/District office level; Have a filing system in place aligned to the master file plan of SASSA; Represent the Local Office in various meetings, forums, committees; Assist with the arrangement of meetings and special events or awareness campaigns; Obtain quotations; Ordering of items; Receipts, check and book items in accordance to the delivery note; Arrange for payment of invoice; Receive a VA2 from supervisor; Issue stores (officers sign for receipt); Send to Regional/District Office for approval.

To view the detailed advert which contains the requirements of the posts, compliance and application process, please visit us at www.sassa.gov.za or toll free: 0800 60 10 11

Important notes: 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. No faxed applications will be accepted.

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. Persons with disabilities are strongly encouraged to apply

Closing date: 31 March 2023

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. 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 should consist of a comprehensive CV (specifying qualifications - institution obtained from, 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 qualification, certificate, ID and driver's license etc, should be submitted upon request.

Regional Office posts:	Attention: Human Capital Management, Private Bag X6011, Kimberley, 8300 Or E-mail: ApplicationsRO@sassa.gov.za Or Hand delivery: 33 Du Toitspan Road, Permanent Building, Kimberley.	Enquiries: Ms Nelisiwe Cele Tel: (053) 802 4956
Namakwa District post:	Attention: Human Capital Management, Private Bag X21, Springbok, 8240 Or E-mail: ApplicationsNK@sassa.gov.za Or Hand delivery: 8 Hospital Street, Springbok.	Enquiries: Mr Godson Mdlalana Tel: (027) 285 0005
John Taolo Gaetsewe District posts:	Attention: Human Capital Management, Private Bag X1534, Kuruman, 8460 Or E-mail: ApplicationsJTG@sassa.gov.za Or Hand delivery: 13-17 Main Road, Mahindra building, Kuruman.	Enquiries: Ms Gomolemo Lekgetho Tel: (053) 714 3515/16

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Correspondence will only be limited to 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.

For hand delivery, applications must be submitted to the relevant office before 16h00.

Failure to comply with the above will automatically disqualify candidates.

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