

[*paying the right social grant, to the right person,
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.

**EXTERNAL ADVERT
FREE STATE REGION**

Grant Administrator (x 4)

Salary: R 202 233.00 – R 235 611.00 pa exclusive of benefits.

Location: QwaQwa Local Office (Ref No: **SAS FS 1502 / 23;**
SAS FS 1527 / 23;
SAS FS 1526 / 23)

Location: Ladybrand Local Office (Ref. No: **SAS FS 1236 / 23)**

Requirements: Candidates should hold a Senior Certificate (NQF Level 4) coupled with 0 – 1 years' experience; And valid driver's license will be an advantage.

Duties: The incumbent will be responsible to 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; Ensure adherence to Section 57 of Public Finance Management Act (PFMA, Chapter 6, Part 3)

Administration Clerk

Salary: R 202 233.00 – R 235 611.00 pa exclusive of benefits.

Location: Thabong Local Office (Ref. No: **SAS FS 0938 / 23)**

Requirements: Candidates should hold a Senior Certificate (NQF Level 4) coupled with 0 – 1 years' experience; And valid driver's license will be an advantage.

- **Duties:** The incumbent will provide support services to the Local Office i.r.o: transport, human resource administration, provisioning services and general administrative support. Capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Distribute documents to various stakeholders as required. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the unit. Have a filing system in place aligned to the master file plan of SASSA. Represent the Local Office in various meetings, forums, committees.

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

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Assist with the arrangement of meetings and special events or awareness campaigns. Ensure adherence to Section 57 of Public Finance Management Act (PFMA, Chapter 6, Part 3)

Applications for the above positions must be sent to the following addresses:-

Thabong Local Office	Physical address: Lejweleputswa District SASSA Building Cnr. Jan Hoff Meyer and Koppie Alleen Roads Welkom 9459	Enquiries: Mr. M. Choane Manager: Administration Support Tel. 060 785 0938
QwaQwa Local Office & Ladybrand Local Office	Physical address: Thabo Mofutsanyana District Old Post Office Building De Bult Road Witsieshoek 9870	Enquiries: Ms. M.V. Motaung Manager: Administration Support Services Tel. 058 718 3911

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: All these positions are advertised with the minimum requirements. Appointments will be subjected to compulsory pre-employment screening in the form of qualification, reference, ITC, criminal checks and compulsory competency assessment. 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 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 subjected to compulsory security vetting on appointment.

Closing date: 27 October 2023

Applicants interested in applying for these posts should submit their applications (CV and completed New Z83 form) quoting the relevant reference number and position name as per the advert. 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 qualification, certificate, ID and driver's license etc, should be submitted upon request. Failure to comply with the above requirements may result your application been disqualified.

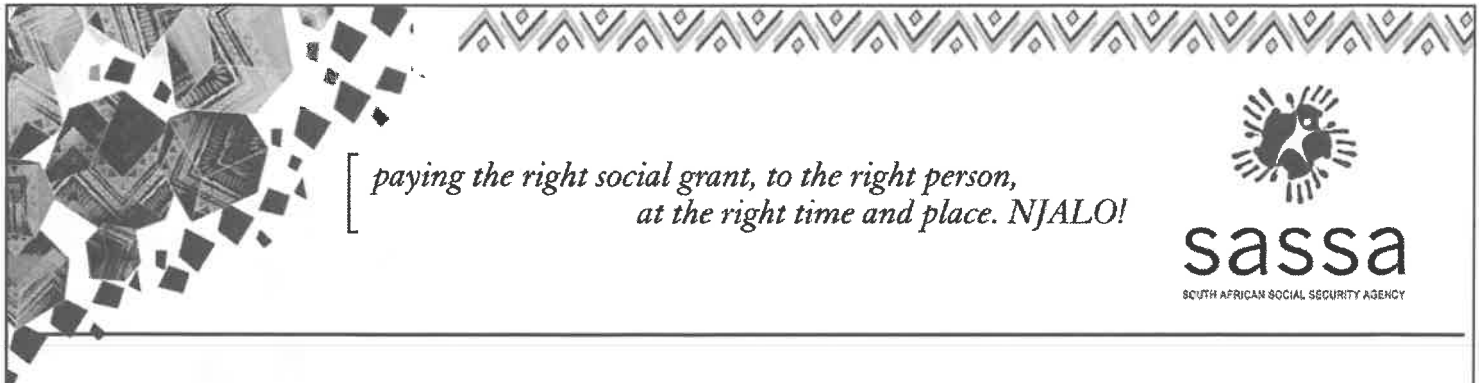
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social development
Department
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REPUBLIC OF SOUTH AFRICA





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If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application has been unsuccessful.

Visit us at www.sassa.gov.za or toll free: 0800 60 10 11.

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