

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



**sassa**

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 EASTERN CAPE

### Grant Administrators Posts (Level 05)

**Salary:** R202 233 - 235 611 p.a. exclusive of benefits

**Location:** Idutywa x 2 (Ref No SAS 10 /23); East London x 2 (Ref No SAS 11/23); Butterworth x 1 (Ref No SAS 12/23)

**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 be 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 the Public Finance Management Act (PFMA, Chapter 6, Part 3)

**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 (where applicable). 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.

**"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"**

**Closing date: 27 October 2023**

**NB: Applicants must hand deliver their applications to SASSA BKB Building, Cnr Fitzpatrick & Merino Road, Quigney East London, or to the nearest SASSA Office or post to Private Bag x 9001 Chislehurst, East London 5200.**

Applicants interested in applying for these posts should send their applications (CV and completed new Z83 ONLY) quoting the relevant reference number and position name as per the advert. 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 applicants. Kindly note that copies of qualification, certificates, ID and valid driver's license etc. should be submitted upon request. **Failure to comply with the above requirements may result in your application being disqualified.**

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

**Enquiries: Zoleka Kumbula 043 707 6390/Thembela Mdaka-Booi 043 707 6425/Phelokazi Ndengane 043 707 6421**

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