

*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 organization 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.

MPUMALANGA EXTERNAL ADVERT

3X Grants Administrator (Level 05)

Salary: R202 233 – R235 611 p.a. Exclusive of benefits

Location: 2X Nkomazi Local Office: Ehlanzeni District (REF NO: SAS/MPU/23/14)

Location: 1X Msukaligwa Local Office: Gert Sibande District (REF NO: SAS/MPU/23/15)

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 the 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: The position is advertised with the minimum requirements. Appointment 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 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. E-mailed applications will not be considered.

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 Disability are strongly encouraged to apply.

Closing date: 3 November 2023

Applicants interested in applying for this post should send their applications (fully completed and signed New Z83, and updated detailed comprehensive CV with all experiences, duties, indicating the **dates (MM/YY), identity number, Race and Gender** as well as references with full contact details. Kindly note that certified copies of qualifications, certificates, ID and drivers licence etc. should be submitted upon request.

2X Grants Administrator: Nkomazi Local Office should be addressed: To attention Manager: HCM, Postal Address: Private Bag X11230, Nelspruit, 1200. Hand delivery: Mbombela SASSA House, 18 Ferreira Street, Nelspruit 1200.

1X Grants Administrator: Msukaligwa Local Office should be addressed: To attention Manager: HCM, Postal Address: Private Bag X11230, Nelspruit, 1200. Hand delivery: Mbombela SASSA House, 18 Ferreira Street, Nelspruit 1200 or Gert Sibande District: Old Absa Building 1st Floor, 35 Joubert Street, Ermelo 2350.

Correspondences will only be limited to the shortlisted 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.

Enquiries: Mahlalela TA: (013 754 9423) / Thabethe ZP: (013 754 9337)

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