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.

WESTERN CAPE REGION
EXTERNAL ADVERT

ADMINISTRATIVE OFFICER: SUPPORT SERVICES (1 POST)

Salary : R294 321 – R343 815 (SL 7) p/a, exclusive of benefits

Location : **Beaufort West Local Office**, Reference Number: SAS/AOBFW/NOV2023

Minimum Appointment Requirements
Senior Certificate (NQF level 4) as recognized by SAQA plus 3 – 5 years' relevant experience; Computer literacy and a Valid Driver's license is essential (the successful candidate will be expected to drive); **or**

National Diploma / Degree / Undergraduate qualification (NQF Level 6/7) as recognized by SAQA in the relevant field plus 1-2 years' relevant experience. Computer literacy and a Valid Driver's license is essential (the successful candidate will be expected to drive).

The incumbent will be responsible to monitor and ensure the maintenance of log books of the pool vehicles; ensure the implementation and maintenance of appropriate registers; monitor the implementation and maintenance of database assets. Ensure the local office staff comply with HR policies and procedures; ensure that all HR forms ad documents are correct and complete; ensure that HR request/documents/forms are forwarded to District Office timeously; ensure the maintenance of appropriate registers. Ensure the implementation and maintenance of a filing system that is aligned to the master file plan of SASSA; re-present the Local Office in various meetings, forums committees; assist with the arrangement of meetings and special events or awareness campaigns. Obtaining of quotations, if not available; write motivation and attached comparative schedule; obtain approval from delegated authority; ordering of items; receipts check and book items in accordance to the delivery note. Supervision, appraisal, disciplinary; leave; training and development; planning and organization; guidance and monitoring. 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. Appointment will be subjected to a compulsory pre-employment screening in the form of qualification, references, ITC, criminal checks and compulsory assessment (where applicable it is the applicant's responsibility to have foreign qualifications evaluated by the 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 subject to compulsory Security Vetting on appointment.ONLY e-mailed 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 Agencies' Employment Equity Plan. Persons with Disabilities are strongly encouraged to apply.
Closing date: 15 November 2023

Applications (CV and completed New Z83 form) can be sent to: Berdeneapplications@sassa.gov.za.
The Subject Heading of the e-mail should indicate **The Reference Number** & **Name of the position.** Applicants to ensure they send their application to the correct e-mail address as indicated on each advertisement. Applications sent to incorrect inbox/e-mail will not be considered. The CV should be specifying all experience, duties, indicating the respective dates (MM/YY) per position, Identity Number, Race and Gender & References with full contact details. **ONLY one attachment / application per e-mail to be scanned as ONE Document/Application.** NO separate documents will be accepted. NO posted or hand delivered applications will be accepted. Copies of qualifications, certificates, ID and driver's license etc. should ONLY be submitted upon request. **FAILURE TO COMPLY** with the above requirements will automatically result in your application to be disqualified. Shortlisted candidates with disabilities may be required to submit medical proof. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. 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: Ms B Henneker, 021 – 469 0347.**