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

GRANT ADMINISTRATOR (1 POST)

Salary	:	R202 233 – R235 611 (SL 5) p/a, exclusive of benefits.
Location	:	**Beaufort West Local Office, Ref No: SAS/GABFW/NOV2023**
Requirements	:	Candidates should hold a Senior Certificate / NQF Level 4. Computer literacy is essential.
Added Advantage	:	A Valid Driver's license and/or Administrative/Clerical experience

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: 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 theSouth 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

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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.

Applicants interested in applying for this post should send their applications (CV and completed New Z83 form) quoting the relevant reference number and position name as per the advert via email to: **Akhoapplications@sassa.gov.za.** **The Subject Heading of the e-mail** should indicate **The Reference Number** and **Name of the Position** you are applying for: Applicants must ensure that they send their application to the correct inbox/e-mail as indicated on each advertisement. Applications send to the incorrect inbox/e-mail will not be considered. 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. ONLY one attachment / application per e-mail to be scanned as ONE Document/Application. NO separate documents will be accepted/allowed. NO posted or hand delivered applications will be accepted or allowed. Strictly applications meeting the all the above criteria will be considered. Kindly note that copies of qualifications, certificate, 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 A Tshayana, 021 – 469 0274.**