

[ *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.***

**The following positions are available in KZN Region:**

**Administrative Officer X1 post**

**Salary: R294 321 – R343 815 p.a. exclusive of benefits**

**Location: Richmond Local Office (Ref No.G38/2023)**

**Minimum Requirements:** Candidates should hold a relevant Degree/ National Diploma with 1-2 years working experience. Computer literacy and a valid driver's license are essential (successful candidate will be expected to drive).

The incumbent will be responsible to monitor and ensure the maintenance of log books of 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 and documents are correct and complete; ensure that HR



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



**sassa**  
SOUTH AFRICAN SOCIAL SECURITY AGENCY

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; represent 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; eave; 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).

**The applications for the above position must be sent to**  
**[STAK2NApplication@sassa.gov.za](mailto:STAK2NApplication@sassa.gov.za)**

**Administrative Clerk x1**

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

**Location: Underberg Local Office (Ref No: G39/2023)**

**Minimum Requirements:** Candidates should hold a Matric certificate with 0-1 years working experience. Computer literacy and

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



**sassa**  
SOUTH AFRICAN SOCIAL SECURITY AGENCY

a valid driver's license are essential (successful candidate will be expected to drive).

The incumbent will be responsible for keeping log book of pool vehicles and ensure maintenance of thereof; keep appropriate registers updated; keep register of assets and do regular follow ups to update the register; check for completeness of leave forms and HR documentation; have a filing system in place aligned to the master file plan of SASSA; opening and closing of files; represent the Local Office in various meetings, forums, committees; assist with the arrangement of meetings and special events or awareness campaigns; obtaining quotation if not available; write motivation and attached Comparative Schedule; send through for approval to District/Regional Office for approval; ordering of items; receipts, check and book items in accordance to the delivery note; arrange for payment of invoice. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3).

Toll free: 0800 60 10 11  
[www.sassa.gov.za](http://www.sassa.gov.za)

 SASSA News  @OfficialSASSA



social development  
Department  
of Social Development  
REPUBLIC OF SOUTH AFRICA



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



**sassa**  
SOUTH AFRICAN SOCIAL SECURITY AGENCY

The applications for the above position must be sent to [PHNKZNApplications@sassa.gov.za](mailto:PHNKZNApplications@sassa.gov.za)

**Grants Administrator X2 posts**

**Salary : R202 233.00 – R235 611.00 p.a. exclusive of benefits**

**Location: Izingolweni Local Office (Ref No: G40/2023),  
Mooi River Local Office (Ref No: G41/2023).**

The applications for the above positions must be sent to [STAK2NApplication@sassa.gov.za](mailto:STAK2NApplication@sassa.gov.za)

**Grants Administrator X2 posts**

**Salary : R202 233.00 – R235 611.00 p.a. exclusive of benefits**

**Location: Impendle Local Office (Ref No: G42/2023).**

The applications for the above positions must be sent to [PHNKZNApplications@sassa.gov.za](mailto:PHNKZNApplications@sassa.gov.za)

**Grants Administrator X2 posts**

**Salary : R202 233.00 – R235 611.00 p.a. exclusive of benefits**

**Location: Stanger Local Office (Ref No: G43/2023)  
Mpumalanga Local Office (Ref No: G44/2023).**



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



**sassa**  
SOUTH AFRICAN SOCIAL SECURITY AGENCY

**The applications for the above positions must be sent to**  
[NNMKZNAApplication@sassa.gov.za](mailto:NNMKZNAApplication@sassa.gov.za)

**Minimum Requirements:** Candidates should have a Senior Certificate (NQF Level 4), Computer Literacy is essential.

**Added advantage:** A Valid driver's licence 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 grants applications and Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

Toll free: 0800 60 10 11  
[www.sassa.gov.za](http://www.sassa.gov.za)

 SASSA News  @OfficialSASSA



social development  
Department  
Social Development  
REPUBLIC OF SOUTH AFRICA



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



**sassa**  
SOUTH AFRICAN SOCIAL SECURITY AGENCY

**Important notes:** All these positions are advertised with the minimum requirements. Appointment will be subject to a 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 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. Should candidates wish to apply for more than 1 post, separate application forms should be completed.

**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: 31 October 2023**

Applicants interested in applying for these posts should send their applications (CV and fully completed and signed new Z83) quoting the relevant reference number and position name as per

Toll free: 0800 60 10 11  
[www.sassa.gov.za](http://www.sassa.gov.za)

SASSA News @OfficialSASSA



social development  
Department  
Social Development  
REPUBLIC OF SOUTH AFRICA



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



**sassa**  
SOUTH AFRICAN SOCIAL SECURITY AGENCY

the advert. The subject heading of the email should indicate the reference number and name of the position you are applying for. Applicants must ensure that they send their applications to a correct inbox/email indicated on the position. Applications sent to the incorrect inbox/email 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. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. Kindly note that copies of qualifications, certificates, ID and driver's license etc. should be submitted upon request. Failure to comply with the above requirements may results your application been disqualified.

Correspondence will only be conducted with the short- listed 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.

**HAND DELIVERED ADDRESS IS:  
1 BANK STREET, PIETERMARITZBURG, 3200**

**Enquiries: Mr. JS Phoseka (033) 846 3456**

Visit us at [www.sassa.gov.za](http://www.sassa.gov.za) or toll free: 0800 601011.

Toll free: 0800 60 10 11  
[www.sassa.gov.za](http://www.sassa.gov.za)

SASSA News @OfficialSASSA



social development  
Department  
Social Development  
REPUBLIC OF SOUTH AFRICA

