

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



**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.**

## **LIMPOPO REGION ADVERT**

### **Administration Clerk (Level 05)**

**Salary:** R 216 417.00 – R254 924.00 p.a. exclusive of benefits

**Location:** Mopani District: Ba-Phalaborwa Local Office (SALP03/08/2024).

**Minimum Requirements:** Candidates should have a Senior Certificate (Matric); an undergraduate qualification (NQF Level 6/7) as recognized by SAQA in the relevant field coupled will be added advantage, 0-1 years' experience; Computer Literacy and Valid Driver's licence will be an added advantage.

**Duties:** The incumbent will be responsible for the following: Effectively render clerical administration duties such as; Transport Services, Human Resource Administration, General Admin Support Services and Provisioning Services (Procurement and Issuing of stores); and ensure adherence to Section 57 of the Public Finance Management Act (PMFA, 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. 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 Agency's Employment Equity Plan. Person with Disabilities are strongly encouraged to apply.**

**Closing date: 23 August 2024**

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| <b>Mopani District</b> | Attention: Manager Admin Support: Mr Senyolo TJ<br>Email: <a href="mailto:ApplicationsMopani@sassa.gov.za">ApplicationsMopani@sassa.gov.za</a> | <b>Enquiry: Ms Mhaleli R</b><br><b>Tel: (015) 306 9499</b> |
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Applicants interested in applying for these posts should send their applications (CV and fully completed New Z83 form) quoting the relevant reference number and position name as per 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 application to a correct inbox/email indicated on each position. Applications send 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, Qualification with passed subjects). Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. Kindly note that copies of qualification, certificate, ID and driver's license etc, should be submitted upon request. Failure to comply with the above requirements may result in your application being 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.**

**Visit us at [www.sassa.gov.za](http://www.sassa.gov.za) or toll free: 0800 60 10 11.**