

*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**

## **The following positions are available in the KZN Region**

### **Local Office Manager X1 post**

**Salary : R1 003 890.00 – R1 182 534.00 p.a. inclusive of benefits**

**Location: Umzimkhulu Local Office (Ref No: G8/2024)**

**Minimum Requirements:** Candidates should hold a B degree or a 3 year tertiary qualification coupled with 1-2 years relevant management experience; Knowledge of SASSA's Constitutional mandate and relevant policies, legislation and its relationship with National and other stakeholders; Knowledge of Social Security and poverty alleviation matters including sound understanding of the demographics of the District; Computer literacy and a valid driver's licence are essential.

The incumbent will take responsibility for the overall management of all resources attached to the Division; Manage and monitor implementation of grants administration policies and legislation; Monitor promotion of access to social security services; Manage and monitor data integrity improvement programme, pay point development; Manage performance of the unit and provide general operational support; Provide operational support and guidance to the District Senior Manager and Local Office Managers within the District; Co-ordinate both generic and functional training within the District; Manage financial, human capital and other resources assigned to the unit; Manage the performance and development of staff under his/her immediate supervision; Implement service delivery and client relations improvement models will be a further responsibility.

**The applications for the above position must be sent to [NNMKZNApplication@sassa.gov.za](mailto:NNMKZNApplication@sassa.gov.za) or hand delivered at No.1 Bank Street, Pietermaritzburg, 3201. Attention: Human Capital Management.**

### **Administrative Officer X1 post**

**Salary : R308 154.00 – R362 994.00 p.a. exclusive of benefits**

**Location: Umlazi Local Office (Ref No.G9/2024)**

**Minimum Requirements:** Candidates should hold a Senior Certificate plus an undergraduate qualification (NQF level 6) or NQF level 7 with 3 years relevant experience. Computer literacy and a valid driver's license are essential (successful candidate will be expected to drive).

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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 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 quotations if not available; write motivation and attach comparative schedule; obtain approval from delegated authority; ordering of items; receipts, check and book items in accordance with the delivery note. Supervision, appraisal, disciplinary; leave administration; 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 hand delivered at No.1 Bank Street, Pietermaritzburg, 3201. Attention: Human Capital Management.**

#### **Grants Administrator X1 post**

**Salary : R216 417.00 – R254 928.00 p.a. exclusive of benefits**

**Location: Mooi River Local Office (Ref No: G10/2024).**

**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).

**The applications for the above position must be hand delivered at No.1 Bank Street, Pietermaritzburg, 3201. Attention: Human Capital Management.**

**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.**

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**Important notes:**

These positions are advertised with 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 our intention to promote representivity in terms of race, gender and disability through the filling of these posts and candidates whose appointment will promote representivity will receive preference. 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 and sent through an email or hand deliver on or before the closing date: **30 August 2024.**

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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 the advert. The subject heading of the email should indicate the 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.

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**Enquiries: Ms M Mkhize (033) 846 3334.**

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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.

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