

*[ 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.

## EXTERNAL ADVERT: NORTH WEST

**Practitioner: Facilities Management & Auxiliary Services**

**Salary: R376 413.00 – R 443 403.00 p.a. exclusive of benefits**

**Location: Regional Office: Mahikeng (Ref No: SAS NW 34 / 2024)**

**Minimum Requirements:** National Diploma (NQF 6) or Degree (NQF 7) in Property Development and Management in the field of Facilities Management or related qualifications coupled with 2-3 years' relevant experience and a valid driver's license is essential.

**Duties:** Assist in conducting physical infrastructure needs assessments; Assist with acquisition of local offices and renewal of leases; Assist with the monitoring of projects and drafting of reports; Assist with service delivery improvements projects within the Unit; Manage major technical projects; Day to day maintenance and repairs of buildings; Manage service level agreement of leases in consultation with District management; Conduct site inspection and maintain asset register; Coordinate and monitor payments of monthly rentals and municipal services; Conduct OHS compliance inspection in the Region to ensure that they comply with OHS Regulations and Supervise, manage performance and develop staff

**The South African Social Agency (SASSA) is inviting unemployed graduates, throughout South Africa to apply for our Graduate Internship Programme.**

**Regional Office (Mafikeng) X 2 posts**

**Human Capital Management X1 post (Ref No Intern SAS 35/2024)**

**Qualification:** Recognised NQF 6 / 7 Qualification in Office Administration / Management or Secretarial Qualification.

**Facility Auxiliary and Support Services X1 post (Ref No Intern SAS 36/2024)**

**Qualification:** Recognised NQF 6 / 7 Qualification in Archives and Record Management / Management specialising in Record Management.

**All applicants must be between the ages of 18-35 years and be South African citizens. Applicants who need experimental training, must have completed and studied at the recognised/ accredited institution of higher learning in the Republic of South Africa.**

The successful candidates will be appointed for **14 months** internship contract. An all-inclusive stipend of **R7450.75** will be payable.

**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, Persons with Disability (PWDs) are strongly encouraged to apply**

**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 our intention to promote representivity in terms of race, gender and disability through the filling of this post and candidates whose appointment will promote representivity will receive preference. 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.



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**Please note:** All SASSA staff are subjected to compulsory security vetting on appointment. Applications sent to the incorrect inbox/email will not be considered. Application forms should be completed and sent to the relevant email address on or before the **Closing date: 16 AUGUST 2024**

**Applicants interested in applying for this post should send their applications (Comprehensive CV specifying ID number, qualification and institution acquired from, position held, number of years of service in particular position, duties performed, names of three reference including their contact details and position held and copies of qualifications acquired. Fully completed new Z83 form obtainable from any government institution quoting the relevant reference number and post applying for) to the email below. Kindly note that interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. Failure to provide requested information will render your application null and void.**

**Applications for the above positions must be sent to the below emails:**

Ref No: SAS NW 34/2024 to Mongezipapplication@sassa.gov.za	Mr Mongezi Plaatjie : 018- 3973350
Ref No: SAS NW 35/2024 to LeratoMakApplications@sassa.gov.za	Ms Lerato Makgongwana 018-397 3364
Ref No: SAS NW 36 / 2024 to tinymoapplications@sassa.gov.za	enquiries: Ms Tiny Mogonediwa 018 397 3310

***The Agency reserves the right not to appoint. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application has been unsuccessful.***

