

[ *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: NORTHERN CAPE

**Grants Administrator: Grants Administration - Salary level 05**

**Salary:** R 216 417 – R 254 928 p.a. exclusive of benefits

**Location:** ZF Mgcawu District – Paballelo Local Office (Ref No. SAS NC24/09/01)

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

**Added advantage:** A Valid driver's license and / or administrative / clerical experience will be an added advantage.

**Duties:** The incumbent will assist in 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 Public Finance Management Act (PFMA, Chapter 6, Part)

**To view the detailed advert which contains the requirements of the post, compliance and application process, please visit us at [www.sassa.gov.za](http://www.sassa.gov.za) or toll free: 0800 60 10 11**

**Important notes:** Appointment will be subject to a compulsory pre-employment screening in the form of qualification, references, ITC, and criminal checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) prior to the selection process. The Agency 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. No faxed 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. Persons with disabilities are strongly encouraged to apply**

**Closing date: 04 October 2024**

Applicants interested in applying for the post should send their applications (CV and **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 address indicated on the position. Applications should consist of a comprehensive CV (specifying qualifications - institution obtained from, 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 qualification, certificate, ID and driver's license etc, should be submitted upon request.

<b>ZF Mgcawu District post:</b>	<b>Attention:</b> Human Capital Management, Private Bag X5911, Upington, 8800 Or <b>Hand delivery:</b> 46 Schroder Street, Upington	<b>Enquiries:</b> Ms Claudia Swayi <b>Tel:</b> (054) 337 0447
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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.**

**For hand delivery, applications must be submitted to the relevant office before 16h00.**

**Failure to comply with the above will automatically disqualify candidates.**