

*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.

## ADVERT

### **MANAGER: SUPPLY CHAIN MANAGEMENT**

**Salary: R849 702.00 – 1 000 908.00 p.a. inclusive of benefits**

**Location: Limpopo Regional Office – Polokwane Ref No: SAS LP02/12/24)**

**Minimum Requirements:** Candidates should have Senior Certificate (Matric); an undergraduate relevant Degree/ National Diploma with a minimum of 360 credits (NQF Level 6/or7) as recognized by SAQA in the relevant field coupled with 1-2 years' management experience in Supply Chain Management. Compute literacy and valid drivers licence are essential and must be indicated on the CV.

**Key Responsibility Areas:** The incumbent will ensure effective implementation of demand plans for cost effective procurement of goods and serves, Manage the asset function within the Region, Management and accounting of the asset management module, ensure that assets and inventory modules and processes are closed and finalised Provide support to the Regional BID Adjudication Committee (RBAC), Manage the resources of the Unit, Ensure compliance with policies and procedures with applicable GRAP standards/ GAAP and IFRS, PMFA, Treasure Regulations, Preferential Procurement Framework, Constitution and other relevant legislation. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA) chapter 6, Part 3.

### **Assistant Manager: Grants Administrator X2**

**Salary: R 552 081.00 – 650 322.00 per annum exclusive of benefits**

**Location: Waterberg District: Mokgophong Local Office (Ref No SAS 03/12/2024) Vhembe District: Mutale Local Office (Ref No SAS 04/12/2024).**

**Minimum Requirements:** Candidates should have Senior Certificate (Matric); an undergraduate relevant Degree/ National Diploma with a minimum of 360 credits (NQF Level 6/or7) as recognized by SAQA in the relevant field coupled with 3-5 years' experience in the relevant field; Computer Literacy and Valid Driver's licence are essential and must be indicated on the CV.

**Key Responsibility Areas:** The incumbent will manage the operations within local office(s) pertaining to the grant application processes and ensure compliance to relevant policies and prescripts, Manage the provision of an effective customer service to beneficiaries / Clients, Monitor pay point capacity and service delivery by payment service providers, Coordinate and manage service points, ensure improvement of service delivery at Local Offices(s). and Manage subordinates. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA) Chapter 6, Part 3)

### **PRACTITIONER: FACILITIES MANAGEMENT AND AUXILIARY SUPPORT**

**Salary: R376 413.00 – R443 403.00 p.a. inclusive of benefits**

**Location: Limpopo Regional Office - Polokwane Ref No: SAS LP05/12/24)**

**Minimum Requirements:** Candidates should have Senior Certificate (Matric); an undergraduate relevant Degree/ National Diploma with a minimum of 360 credits (NQF Level 6/or7) as recognized by SAQA in the relevant field coupled with 2-3 years appropriate experience in Facilities Management and Auxiliary Support. Computer literacy and a valid driver's licence are essential and must be indicated on the CV.

**Key Responsibility Areas:** The incumbent will be responsible for Assisting in conducting physical infrastructure needs assessment, Assist with the management of matters pertaining to transport/ fleet within the Region, assist in the managing of administrative support services such as (Registry, Rendering of services through 3<sup>rd</sup> parties (Cleaning, etc.) Travel arrangements), Supervise; manage performance and development of staff, Assist with service delivery improvement projects within the Unit. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA) Chapter 6, Part 3)



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#### DOCUMENT MANAGEMENT ADMINISTRATOR

Salary: R 216 417.00 – 254 928.00 per annum exclusive of benefits

Location: Limpopo Regional office - Polokwane Ref No: SAS LP06/12/24)

**Minimum Requirements:** Candidates should hold a Senior Certificate (NQF Level 04) plus 0-1 years appropriate experience. Computer literacy and a valid driver's licence are essential and must indicated on the CV. Other Certificate will be added as an advantage.

**Key Responsibility Areas:** The incumbent will be Receiving and Capturing Files/Loose, Correspondence/Transfers, Quality assurance and scanning of files, Maintenance and retrieval of files and Disposal of files.

#### ADMINISTRATION CLERK

Salary: R 216 417.00 – 254 928.00 per annum exclusive of benefits

Location: CAPRICORN DISTRICT: Aganang Local Office (Ref No SAS 07/12/2024)

**Minimum Requirements:** Candidates should have a Senior Certificate (Matric) ; 0-1 years' experience, Planning and Organising Skills, Analytic Thinking, Innovation and Policy Advice. Computer Literacy and Valid Driver's licence are essential,

**Key Responsibility Areas:** The incumbent will provide clerical support in the following areas: Transport Services, Human Resource Administration, General Admin Support services, Provisioning Services (Procurement& Issuing of Stores).Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, 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 our intention to promote representivity in terms of race, gender and disability through the filling of these positions 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. Please note: All SASSA staff are subjected to compulsory security vetting on appointment. E-mailed applications will be accepted. **Closing date: 21 December 2024**

Applicants interested in applying for these posts should send their applications (**Highest relevant qualification, Comprehensive CV, Fully completed and Signed new Z83 only quoting the relevant reference number and position name as per the advert**) to the specific email address provided below. Kindly note that other copies of qualification should be submitted upon request and will be requested to be submitted by shortlisted candidates. **Applications clearly marked reference number on the subject line must be sent to the following email address only**

<b>Regional Office</b>	Attention: Assistant Manager: Provisioning and Maintenance Mr Netshifhefhe AM Email: <a href="mailto:ApplicationsLP@sassa.gov.za">ApplicationsLP@sassa.gov.za</a>	Enquiry: Ms Manyama ML Tel: 015 291 7411/ 7481
<b>Capricorn District</b>	Attention: Manager Admin Support Mr Sebatloang MJ Email: <a href="mailto:ApplicationsCapricorn@sassa.gov.za">ApplicationsCapricorn@sassa.gov.za</a>	Enquiry: Ms Mashego ME Tel: 015 284 6169/6030
<b>Vhembe District</b>	Attention: Manager Admin Support Mr Nkuna YA Email: <a href="mailto:ApplicationsVhembe@sassa.gov.za">ApplicationsVhembe@sassa.gov.za</a>	Enquiry: Ms Sikhwari T Tel: 015 960 3271/3256
<b>Waterberg District</b>	Attention: Manager Admin Support Ms. Boya L Email: <a href="mailto:ApplicationsWaterberg@sassa.gov.za">ApplicationsWaterberg@sassa.gov.za</a>	Enquiry: Ms Nyalungu MM Tel: 014 718 3525/3632

**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