

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



sassa

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

EASTERN CAPE EXTERNAL ADVERT

Manager Business Solutions x1 (Level 11)

Salary: R849 702 – R1 000 908 p.a inclusive of benefits

Location: Regional Office East London (Ref SAS 18/2024)

Minimum Requirements: Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA in the relevant field, coupled with 1-2 years' management experience in the ICT field. A valid driver's license is essential.

Duties: The incumbent will be responsible to manage the implementation of Business Systems; Develop and manage a strategy for business systems in the Region; Manage the implementation of Business Systems in the Region; Review, research and advise on ICT Systems (Hardware and Software); Database administration and management of the Unit.

Applications for the above position must be sent to ZiphoApplicationsec@sassa.gov.za

Support Technician x 1 (Level 8)

Salary: R376 413 - 443 403 p.a. exclusive of benefits

Location: Regional Office East London (Ref SAS 19/2024)

Minimum Requirements: Candidates should hold a Senior Certificate plus an undergraduate qualification (NQF Level 6) as recognized by SAQA in the relevant field coupled with 2-3 years' experience in ICT field. Computer literacy is essential.

Added advantage: A valid driver's License will be an added advantage.

Duties: The incumbent will provide supplier management services; Identify troubleshoot and resolve problems encountered by computer users; Troubleshoot and solve network problems encountered by user/s; Provide technical support to end- users regarding computer hardware and software; Install, test, certify and troubleshoot network cabling; Install and maintain computer hardware, software and applications; Train users in software applications and ICT related procedures.

Applications for the above position must be sent to ThembelaApplicationsEC@sassa.gov.za

Administrative Officer x1 (Level 7)

Salary: R308 154 – 362 994 p.a exclusive of benefits

Location: Cofimvaba Local Office (Ref SAS 20/2024)

Minimum Requirements: Candidates should hold a Senior Certificate plus an undergraduate qualification (NQF Level 6) as recognised by SAQA coupled with 3 years of experience in the relevant field. Computer Literacy is essential

Added Advantage: A valid driver's License will be an added advantage.

Duties: The incumbent will provide support services to the local office in respect of Transport services; Human Resource Administration; Provisioning Services; General Administrative Support Services; Asset Management activities and Manage subordinates.

Applications for the above position must be hand delivered to Chris Hani District Office at Old Sanlam Building, 4th Floor, Queenstown or to any nearest SASSA Office in the Eastern Cape or post to Private Bag x 9001 Chislehurst, East London 5200. (No email will be accepted for this position)



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Grant Administrators Posts x 4 (Level 05)

Salary: R202 233 - 235 611 p.a. exclusive of benefits

Location: Cofimvaba (Ref No SAS 21 /2024); East London (Ref No SAS 22/2024); Idutywa (Ref No SAS 23/2024);
Qumbu (Ref SAS 24/2024)

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 the Public Finance Management Act (PFMA, Chapter 6, Part 3)

NB: Applications must be hand delivered to SASSA BKB Building, Cnr Fitzpatrick & Merino Road, Quigney East London, or to any nearest SASSA Office in the Eastern Cape or post to Private Bag x 9001 Chislehurst, East London 5200. (No email will be accepted for this position)

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.

"The Agency is an equal opportunity employer. Therefore, preference will be given to candidates whose appointments 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: 20 December 2024

Applicants interested in applying for these posts should send their applications (**CV, fully completed and signed new Z83 ONLY**) quoting the relevant reference number and position name as per the advert. Applications should consist of 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 applicants. Kindly note that copies of qualification, certificates, ID and valid 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 communicated with the shortlisted 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.

Enquiries: Ms T. Mdaka-Booi 043 707 6425/ Ms Z. Kumbula 043 7076390/ Ms P. Ndengane 043 7076421



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