

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



**SASSA is a dynamic organization 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.**

## MPUMALANGA EXTERNAL ADVERTS

### 6x Grants Administrators (Level 05)

Salary: R228 321 – R268 950 p.a. Exclusive of benefits

Location: Gert Sibande District: 1 x Lekwa Local Office

(Ref No: SAS/MPU/25/03)

Location: Gert Sibande District: 1 x Govan Mbeki Local Office

(Ref No: SAS/MPU/25/04)

Location: Gert Sibande District: 1 x Msukaligwa Local Office

(Ref No: SAS/MPU/25/05)

Location: Ehlanzeni District: 1 x Mbombela Local Office

(Ref No: SAS/MPU/25/06)

Location: Ehlanzeni District: 1 x Nkomazi Local Office

(Ref No: SAS/MPU/25/07)

Location: Nkangala District: 1 x Thembisile Local Office

(Ref No: SAS/MPU/25/08)

**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 the administration of Social Grants at Local Office; effectively screen all grant applications; Capturing 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 (PFMA, Chapter 6, Part 3).

- **1 x Grants Administrator: Lekwa Local Office: Preference will be given to African Male followed by Whites and Indians respectively as at the time of appointment.**
- **1 x Grants Administrator: Govan Mbeki Local Office: Preference will be given to Whites followed by African Female and Indian Male respectively as at the time of appointment.**
- **1 x Grants Administrator: Msukaligwa Local Office: Preference will be given to African Male followed by whites and African Females / Indians respectively as at the time of appointment.**
- **1 x Grants Administrator: Mbombela Local Office: Preference will be given to African Male followed by Whites and Indian Male respectively as at the time of appointment.**
- **1x Grants Administrator: Nkomazi Local Office: Preference will be given to African Female followed by African Male and Whites respectively as at the time of appointment**
- **1x Grants Administrator: Thembisile Local Office: Preference will be given to African Male, followed by Whites and Indian Male respectively as at the time of appointment**

**Important notes:** All these posts are advertised with the minimum requirements. Appointments will be subjected to compulsory pre-employment screening in the form of qualification, ITC, criminal checks. It is our intention to promote representivity in terms of race, gender, and disability through the filling of these 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. Please note all SASSA staff are subjected to compulsory security vetting on appointment.

Applicants interested in applying for these posts should send their applications (CV, fully completed and signed New Z83 only), quoting the reference number and position name as per the advert. Applicants must ensure that they sent their application to the correct address indicated on the position. Applications should consist of a comprehensive CV (specifying all experience, and duties, specifying the respective dates (MM/YY) per position, Identity number, Race, and Gender as well as indicating references with full contact details. Kindly note that certified copies of qualifications, certificates, ID and driver's license, etc. should be submitted upon request. Failure to comply with the above requirements may result in your application being disqualified

**Closing date: 04 June 2025 @16:00**

**1x Grants Administrator: Nkangala District: Thembisile Local Office should be addressed: To attention Manager: HCM, Postal Address: Private Bag X11230, Nelspruit, 1200 / Hand delivery: Mbombela SASSA House, 18 Ferreira Street, Nelspruit, 1200, OR SASSA House No. 6 Gerry Mann's Building, Athlone Street, Emalahleni**

**3x Grants Administrators: Gert Sibande District: 1x Lekwa, 1x Govan Mbeki & 1x Msukaligwa Local Offices, should be addressed: To attention Manager: HCM, Postal Address: Private Bag X11230, Nelspruit, 1200 / Hand delivery: Mbombela SASSA House, 18 Ferreira Street, Nelspruit, 1200 OR Gert Sibande District: Old Absa Building, 1st Floor, 35 Joubert Street, Ermelo 2350.**

**2x Grants Administrators: Ehlanzeni District: 1x Nkomazi & 1x Mbombela Local Offices, should be addressed: To attention Manager, HCM To attention Manager: HCM, Postal Address: Private Bag X11230, Nelspruit, 1200 / Hand delivery: Mbombela SASSA House, 18 Ferreira Street, Nelspruit, 1200 OR No. 41 Bester Street, Nelspruit.**

Correspondences will only be limited to 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. **General Enquiries: Mr. TA Mahlalela 013 754 9423 / Ms. ZP Thabethe 013 754 9337.**

