

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



**sassa**  
SOUTH AFRICAN SOCIAL SECURITY AGENCY

## EXTERNAL VACANCIES

### EASTERN CAPE REGION

**Clerk Financial Accounting:** (Salary Level 5) x1

**Salary:** R 228 321 – R268 960 pa exclusive of benefits.

**Location:** Regional Office East London (Ref No: SAS 30/2025);

**Minimum Requirements:** Candidates should hold undergraduate qualification (NQF Level 6) as recognised by SAQA in Finance / Accounting / Financial Management / Auditing / Economics / Cost and Management Accounting / Public Finance. Computer Literacy is essential.

**Knowledge and skills:** Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and Practice Notes; Knowledge of Generally Recognised Accounting Practice (GRAP); Knowledge of Batho Pele Principles.

**Duties:** Render Financial Accounting transactions; Provide support in administration of accounts/ income receivable in terms of financial policies and administration; Provide support in the administration of Financial Accounts in terms of financial policies and administration; Handle queries related to Debtors and Creditors and salary administration; Filing, archiving and retrieving financial and related documentation

**Preference will be given to YOUTH for the following EE Targets: African Male/PWD; Coloured Male; African Female respectively at the time of appointment**

**Grant Administrators:** (Salary Level 5) x3

**Salary:** R 228 321 – R268 960 pa exclusive of benefits.

**Location:** Stutterheim (Ref No: SAS 31/2025); East London (KWT) (Ref No: SAS 32/2025); Qumbu (Ref No: SAS 33/2025)

**Minimum Requirements:** Candidates should hold undergraduate qualification (NQF Level 6) as recognised by SAQA in Public Administration/Business Administration/Economics/Development Studies/Finance/Accounting/Commerce/Information Technology/ Law/ Social Sciences/Social Security. Computer Literacy is essential.

**Knowledge and Skills:** Basic knowledge of the Social Assistance Act, SASSA Act and relevant regulations; Knowledge of Batho Pele Principles

**Duties:** The incumbent will provide grant customer care service; Screen and capture grant applications including beneficiary maintenance functions effectively; Administer medical bookings and assessments; Provide off -site grant application services to clients; Scanning and batching of grants files.

**Preference will be given to YOUTH for the following EE Targets respectively as at the time of appointment:**

**Stutterheim: African Male/PWD; African Female/Coloured Male**

**East London: African Male/PWD; African Female; Coloured Male**

**Qumbu: African Male/PWD; African Female; Coloured Male**

### #SASSACARES

**Toll free:** 0800 60 10 11

**Website:** [www.sassa.gov.za](http://www.sassa.gov.za)

**Online Application Grants:** [services.sassa.gov.za](http://services.sassa.gov.za)

**Online Application COVID-19 SRD:** [srd.sassa.gov.za](http://srd.sassa.gov.za)

**Email:** [GrantEnquiries@sassa.gov.za](mailto:GrantEnquiries@sassa.gov.za)

**WhatsApp:** 082 054 0016



social development  
Department:  
Social Development  
REPUBLIC OF SOUTH AFRICA



A NATION  
THAT WORKS  
FOR ALL



SASSA News



@OfficialSASSANews



sassa10\_za



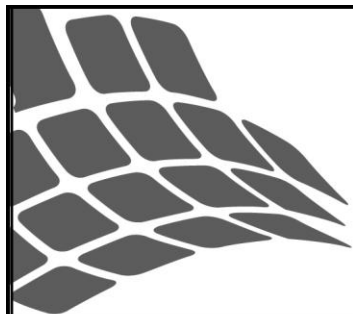
South African  
Social Security Agency



SASSA\_OFFICIAL



@OfficialSASSA



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



**sassa**  
SOUTH AFRICAN SOCIAL SECURITY AGENCY

## EXTERNAL VACANCIES

### EASTERN CAPE REGION

**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. E-mailed 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. Person with Disabilities are strongly encouraged to apply.**

**Closing date: 15 December 2025**

Applicants interested in applying for these posts should send their applications (CV, **New Z83** form and copy of the relevant **highest qualification certificate**) quoting the relevant reference number and position name as per the advert. Applications should consist of a comprehensive CV (specifying all experience, duties, indicating the respective dates (MM/YY) per position, Identity Number, Computer Literacy, Drivers License, 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 other copies of 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. Persons with disabilities are kindly requested to attach medical proof.

**Clerk Financial Accounting and Grant Administrator posts**

**Postal address:**  
**Attention Human Capital Management,**  
**Private Bag X9001, Chiselhurst, East London, 5201**  
**OR**  
**Hand delivery to BKB Building, Corner Fitzpatrick & Merino Road, Quigney, East London**  
  
**OR to the nearest SASSA office within Eastern Cape**  
  
**(No email applications will be accepted for these positions)**

**Enquiries:**

**Ms Z. Kumbula - 043 707 6390**  
**Ms T. Mdaka-Booi - 043 707 6425**  
**Ms P. Ndengane - 043 707 6421**

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

**#SASSACARES**

**Toll free: 0800 60 10 11**  
**Website: [www.sassa.gov.za](http://www.sassa.gov.za)**  
**Online Application Grants: [services.sassa.gov.za](http://services.sassa.gov.za)**  
**Online Application COVID-19 SRD: [srd.sassa.gov.za](http://srd.sassa.gov.za)**  
**Email: [GrantEnquiries@sassa.gov.za](mailto:GrantEnquiries@sassa.gov.za)**  
**WhatsApp: 082 054 0016**



social development  
Department:  
Social Development  
REPUBLIC OF SOUTH AFRICA



A NATION  
THAT WORKS FOR ALL



SASSA News



@OfficialSASSANews



sassa10\_za



South African  
Social Security Agency



SASSA\_OFFICIAL



@OfficialSASSA