



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



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

EXTERNAL VACANCIES

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.

EXTERNAL ADVERTISEMENT

GAUTENG REGION

Grant Administrators X2

Salary: R 228,321– R 268,950 p.a. exclusive of benefits

Location : Germiston (Tembisa): Ekurhuleni District : (Ref: GP/SAS 01/01/2026)

Diepkloof – Soweto (Orlando) : Johannesburg District Ref: GP/SAS 02/01/2026)

Minimum Requirements: Candidates should hold a qualification in the relevant field at NQF level 6 as recognised by the South African Qualifications Authority (SAQA) in Public Administration / Business Administration / Economics / Development Studies / Finance / Accounting / Commerce / Social Sciences / Social Security. Computer literacy essential

Duties: The incumbent will provide a grant customer service; screen and capture 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.

Important notes: Appointment will be subject to a compulsory pre-employment screening in the form of qualification, references, ITC, and criminal checks. It is our intention to promote representivity in terms of race, gender, disability and youth through the filling of these posts and candidates whose appointment will promote representivity will receive preference. It is the applicant's responsibility to have foreign qualifications evaluated by the 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 subject to compulsory Security Vetting on appointment.

Preference will be given to:

- Germiston (Tembisa): Ekurhuleni District : **Person with Disability (PWD)** as at the time of appointment.
- Diepkloof – Soweto (Orlando) : Johannesburg District: African Male/PWD followed by White Female and Indian Male as at the time of appointment.

Closing Date: 19 January 2026.

Applicants interested in applying for the posts should send their applications (**CV, Completed New Z83 Form and a copy of the relevant highest qualification**) quoting the relevant reference number and position name as per the advert.. 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 other 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.

Grant Administrator Posts	<p>NB: Applications for the above posts must be hand delivered at the following address: SASSA Regional Office (Ground Floor), 222 Smit Street, Braamfontein, 2017. OR Postal Address: Attention: Human Capital Management Private Bag X120 • Marshalltown 2107 (No emailed applications will be accepted for this positions).</p>	Enquiries: Ms MT Malivha: 011 241 8563/ Ms T Makatu: 011 241 8357
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Correspondence will only be conducted 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.
Visit us at www.sassa.gov.za or toll free: 0800 60 10 11.

#SASSACARES

Toll free: 0800 60 10 11

Website: www.sassa.gov.za

Online Application Grants: services.sassa.gov.za

Online Application COVID-19 SRD: srd.sassa.gov.za

Email: GrantEnquiries@sassa.gov.za

WhatsApp: 082 054 0016



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