



sassa  
SOUTH AFRICAN SOCIAL SECURITY AGENCY

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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.

**Practitioner: Acquisition**  
**Salary:** R376 413 – R443 403 p.a. exclusive of benefits  
**Location:** Head Office Pretoria (Ref No.: SAS 12/12/2024-05)  
**Nature of Position:** Permanent

**Minimum Requirements:** Candidates should hold an undergraduate qualification (NQF Level 6/7) as recognized by SAQA in the relevant field; Computer literacy and a valid driver's license are essential.

**Experience:** 2-3 years' experience in the relevant field.

**Knowledge and Skills:** Functional / Professional Knowledge (subject knowledge); Planning & Organizing, Innovation / Creativity; Computer Literacy, Policy Analysis and Development and Manage Staff.

**Key Performance:** The incumbent will be monitoring once off purchase orders; Monitoring key accounts; Transit; Assist with the Invitations, Evaluation and Awarding of bids; Update Bids Register and Supervision of subordinates.

**The application for the above position must be sent to** [noahapplications@sassa.gov.za](mailto:noahapplications@sassa.gov.za)  
**Enquires:** Mr Lakhikhaya Noah – 012 400 2146

**Practitioner: Revenue Management**  
**Salary:** R376 413 – R443 403 p.a. exclusive of benefits  
**Location:** Head Office Pretoria (Ref No.: SAS 12/12/2024-06)  
**Nature of Position:** Permanent

**Minimum Requirements:** Candidates should hold an undergraduate qualification (NQF Level 6/7) as recognized by SAQA in Financial/ Management Accounting; Computer literacy and a valid driver's license are essential.

**Experience:** 2-3 years' experience in the relevant field.

**Knowledge and Skills:** Functional / Professional Knowledge (subject knowledge); Planning & Organizing, Innovation, Creativity, Policy Analysis and Development and Manage Staff.

**Key Performance:** The incumbent will assist with the provision of revenue and debt management services; Assist with the development and implementation of an effective revenue and debt collection management system; Inputs on Policies and Processes and Procedure for both social assistance debtors and staff debts; Registration of identified debts including salary reversal for 9 regions in the Oracle systems; Open debtors files; File all the supporting document in the debtor's files and all correspondence to the debtor; Write letters to debtors; Follow up on debtors as per the Debt Policy; Issue / send monthly statements to debtor; Perform individual debtors reconciliation; File all correspondence with the debtor; Render administrative support functions within the Component / Unit; Perform the banking and capturing of receipts; Perform cashier duties and ensure that money collected is banked as per the prescripts; Monitor Receipting cycle; Accounts monitoring; Issuing of deposit books; Follow up outstanding transactions; Clearing of Exceptions; Follow up on outstanding debts; Hand over to legal services and debt collectors and follow on the progress thereof; Analyse all payments of debt collectors for 9 regions; Assist in performing audit in all 9 regions to check compliance to all legislation; support and training of all regions on policies and procedures of revenue and debt management; assist the Manager in the preparation of the Audit file for interim and Financial year end (AGSA and DSD); Assist in the consolidation of all monthly reports by quality assuring all the 9 regions reports to be submit to management, DSD and Audit Committee.

**The application for the above position must be sent to** [noahapplications@sassa.gov.za](mailto:noahapplications@sassa.gov.za)  
**enquires:** Mr Lakhikhaya Noah – 012 400 2146

**Manager: Demand Management**  
**Salary:** R849 702– R1 000 908 p.a. inclusive of benefits  
**Location:** Head Office Pretoria (Ref No. SAS HO12/12/24-07)  
**Nature of Position:** Permanent

**Minimum Requirements:** Candidates should hold an undergraduate qualification (NQF Level 6/7) as recognized by SAQA in the relevant field; Computer literacy and a valid driver's licence are essential.

**Experience:** 1-2 years management experience in the relevant field.

**Knowledge and Skills:** Planning & Organizing, Innovation and Creativity, Policy Analysis and Development, Manage Staff, Project Management, Manage Finance, Strategic Thinking and Planning and Supply Chain Management.

**Key performance:** The incumbent will assist with the implementation of Demand Management policies and procedures; Assist with the management of all Bid specification committee in order to ensure appropriate evaluation; Ensure standardization and adhere to legislation (PFMA, Treasury regulations etc); Assist with the conduction of industry analysis on potential service providers; Identify SASSA's procurement needs; Provide specifications / terms of reference for the supply of goods and services; Manage and lead Team.

**Applications for the above position must be sent to** [Patrickapplications@sassa.gov.za](mailto:Patrickapplications@sassa.gov.za)  
**enquires regarding this position, please contact Mr Patrick Seeletse Tel:** (012) 400 2188

**Manager: Property Management**  
**Salary:** R849 702– R1 000 908 p.a. inclusive of benefits  
**Location:** Head Office Pretoria (Ref No. SAS HO12/12/24-08)  
**Nature of Position:** Permanent

**Minimum Requirements:** Candidates should hold an undergraduate qualification (NQF Level 6/7) as recognized by SAQA in the built environment qualification: Quantity Surveying, Architect, Building/Construction Management and Property Management/Real Estate; Computer literacy and a valid driver's licence are essential.

**Experience:** A minimum of 3 years' experience in Property Management/Real Estate environment at managerial level.

**Added Advantage:** Experience in Oracle Property Manager Module or Property Management Information System (PMS)

**Knowledge and Skills:** Planning & Organizing, Innovation and Creativity, Policy Analysis and Development, Manage Staff, Project Management, Manage Finance, Strategic Thinking and Planning and Facilities Management.

**Key performance:** The incumbent will develop policies, strategies and guidelines for the sourcing of property; Assist with the process to acquire property for the Agency; Provide inputs and advice on the development of tender specifications; Develop norms and standards for property requirements; Establish and implement GIAMA requirements; Develop and maintain property lease register for the Agency; Maintain Property Management Information System, Manage vendors in accordance with service level agreements.

**Applications for the above position must be sent to** [Patrickapplications@sassa.gov.za](mailto:Patrickapplications@sassa.gov.za)  
**enquires regarding this position, please contact Mr Patrick Seeletse Tel:** (012) 400 2188

**Manager: Beneficiary Maintenance**  
**Salary:** R849 702– R1 000 908 p.a. inclusive of benefits  
**Location:** Head Office Pretoria (Ref No. SAS HO12/12/24-09)  
**Nature of Position:** Permanent

**Minimum Requirements:** Candidates should hold an undergraduate qualification (NQF Level 6/7) as recognized by SAQA in the relevant field; Computer literacy and a valid driver's licence are essential.

**Experience:** 2-3 years management experience.

**Knowledge and Skills:** Planning & Organizing, Innovation and Creativity, Policy Analysis and Development, Manage Staff, Project Management, Manage Finance, Strategic Thinking and Planning; Data Analysis; Conversion of Text file into Excel; Data Extraction Process; Socpen. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3). Knowledge and skills in beneficiary maintenance is essential.

**Key performance:** The incumbent will assist in manage the process of guidance and coordination of grant reviews, BMU exceptions; To coordinate business administration systems wrt beneficiary maintenance throughout all regions; Provide advice on social assistance legislation, policies, standard operating procedure and practice notes in relation to beneficiary maintenance; Assist with the management of the Unit and Manage subordinates in the section.

**Applications for the above position must be sent to** [Patrickapplications@sassa.gov.za](mailto:Patrickapplications@sassa.gov.za)  
**enquires regarding this position, please contact Mr Patrick Seeletse Tel:** (012) 400 2188

**Manager: Financial Systems**  
**Salary:** R849 702– R1 000 908 p.a. inclusive of benefits  
**Location:** Head Office Pretoria (Ref No. SAS HO12/12/24-10)  
**Nature of Position:** Permanent

**Minimum Requirements:** Candidates should hold an undergraduate qualification (NQF Level 6/7) as recognized by SAQA in the relevant field; Computer literacy and a valid driver's licence are essential.

**Experience:** 3-5 years' experience in relevant field.

**Knowledge and Skills:** Planning & Organizing, Innovation and Creativity, Requirements Analysis and Development, Manage Staff, Project Management, Manage Finance, Business and Systems Analysis, System Development Life Cycle, System Administration and Audit. Knowledge of Oracle EBS will be advantageous.

**Key performance:** The incumbent will provide system control functions for payroll administration, accounting, supply chain management, financial planning, expenditure control and financial performance monitoring; Review business requirements and coordinate approvals. Perform user access review on all systems. Implement system configuration and setup on the Production instance. Manage the systems change control board; Manage audit and implement mitigation strategies; Assist with the facilitation of capacity building and training of all Agency staff on financial system activities, roles and responsibilities; Assist with the management of the Unit and Ensure adherence to Section 57 (Responsibilities of other Officials) of the Public Finance Management Act (PFMA, Chapter 6, Part 3).

**Applications for the above position must be sent to** [Salomeapplications@sassa.gov.za](mailto:Salomeapplications@sassa.gov.za)  
**enquires regarding this position, please contact Ms Salome Maluleke Tel:** (012) 400 2057

**Assistant Manager: Salary Administration**  
**Salary:** R444 036– R532 602 p.a. exclusive of benefits  
**Location:** Head Office Pretoria (Ref No. SAS HO12/12/24-11)  
**Nature of Position:** Permanent

**Minimum Requirements:** Candidates should hold an undergraduate qualification (NQF Level 6/7) as recognized by SAQA in the relevant field; Computer literacy and a valid driver's licence are essential.

**Experience:** 3-5 years' experience in the relevant field.

**Knowledge and Skills:** Planning & Organizing, Innovation and Creativity, Policy Analysis and Development, Manage Staff, Project Management, Manage Finance, Strategic Thinking and Planning.

**Key performance:** The incumbent will be monitoring of Salary Administration (Allowances and Deductions); Assist with the processing of payment transactions according to accounting policies, processes and procedures; Conduct reconciliations; Provide policy advice in terms of Salary; Administration and Manage subordinates in the section.

**The application for the above position must be sent to** [noahapplications@sassa.gov.za](mailto:noahapplications@sassa.gov.za)  
**enquires Mr Lakhikhaya Noah – 012 400 2146.**

**Department Coordinator: Facilities Management and Auxiliary Support Services**  
**Salary:** R376 413 – R443 403 p.a. exclusive of benefits (Ref No. SAS HO12/12/24-12)  
**Location:** Head Office Pretoria  
**Nature of Position:** Permanent

**Minimum Requirements:** Candidates should hold an undergraduate qualification (NQF Level 6/7) as recognized by SAQA the minimum requirements in Public Management /Public Administration/ Office Administration; Computer literacy, National Records Management Course Certificate and a valid driver's license are essential.

**Experience:** 2 – 3 years administrative experience.

**Knowledge and Skills:** Leadership, Planning & Organizing, Quality Organization, Persuasiveness

Specialist Knowledge, Problem Solving & Analysis, Oral Communication, Written Communication  
Commercial Awareness, Creativity & Innovation, Action Orientation, Strategic, Interpersonal Sensitivity, Flexibility, Resilience and Personal Motivation.

**Key performance:** The incumbent will provide secretarial support services; Provide administrative support services; Assist with the development, formatting and finalization of documentation; Manage the document flow and filing system; Assist with matters pertaining to internal budgeting, financial management and Facilities administration; Assist with internal management processes and assist with matters pertaining procurement and provisioning.

**The application for the above position must be sent to** [Phindileapplications@sassa.gov.za](mailto:Phindileapplications@sassa.gov.za)  
**enquires: Ms Phindile Mathevela – 012 400 2150**

**Department Coordinator: Legal Services**  
**Salary:** R376 413 – R443 403 p.a. exclusive of benefits  
**Location:** Head Office Pretoria (Ref No. SAS HO12/12/24-13)  
**Nature of Position:** Permanent

**Minimum Requirements:** Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA; Computer literacy and a valid driver's licence are essential.

**Experience:** 2 – 3 years administrative experience.

**Knowledge and Skills:**

Office management, Planning & Organizing, Communication (Oral and Written); Creativity & Innovation; Flexibility; Resilience, organizational and time management, interpersonal skills, attention to detail, adaptability and flexibility, teamwork, Microsoft Office Suite, Excel and Personal Motivation.

**Key performance:** The incumbent will provide secretarial, administrative and clerical support services to the General Manager, including other senior officials within the Legal Services Department; Assist with the preparation, formatting and finalization of legal documents, including presentations; Manage the document flow and filing system; Assist with matters pertaining to internal budgeting, sourcing of stationary and procurement of the necessary goods and/or services; Assist with arrangements and scheduling of meetings, including legal services forums, consultations and the procurement of the required facilities (such as accommodation, travelling arrangements, catering and conference venues and so forth); Assist with collating of information, including statistics and quarterly performance information for the purpose of compiling reports; Assist with the recording of minutes (clerically and/or electronically); Perform other administrative functions.

**Applications for the above position must be sent to** [Pamapplications@sassa.gov.za](mailto:Pamapplications@sassa.gov.za)  
**enquires regarding this position, please contact Ms P Tshetu Tel:** (012) 400 2264

**Department Coordinator: Management Accounting and Systems**  
**Salary:** R376 413 – R443 403 p.a. exclusive of benefits  
**Location:** Head Office Pretoria (Ref No. SAS HO12/12/24-14)  
**Nature of Position:** Permanent

**Minimum Requirements:** Candidates should hold an undergraduate qualification (NQF Level 6/7) as recognized by SAQA in the relevant field; Computer literacy and a valid driver's licence are essential.

**Experience:** 2 – 3 years administrative experience.

**Knowledge and Skills:** Leadership, Planning & Organizing, Quality Organization, Persuasiveness  
Specialist Knowledge, Problem Solving & Analysis, Oral Communication, Written Communication  
Commercial Awareness, Creativity & Innovation, Action Orientation, Strategic, Interpersonal Sensitivity, Flexibility, Resilience and Personal Motivation.

**Key performance:** The incumbent will provide secretarial support services; Provide administrative support services; Assist with the development, formatting and finalization of documentation; Manage the document flow and filing system; Assist with matters pertaining to internal budgeting, financial management and Human resource administration; Assist with internal management processes and assist with matters pertaining procurement and provisioning.

**Applications for the above position must be sent to** [Pamapplications@sassa.gov.za](mailto:Pamapplications@sassa.gov.za)  
**enquires regarding this position, please contact Ms P Tshetu Tel:** (012) 400 2264

**Department Coordinator: Corporate Strategic and Operational Planning Support**  
**Salary:** R376 413 – R443 403 p.a. exclusive of benefits  
**Location:** Head Office Pretoria (Ref No. SAS HO12/12/24-15)  
**Nature of Position:** Permanent

**Minimum Requirements:** Candidates should hold an undergraduate qualification (NQF Level 6/7) as recognized by SAQA in the relevant field; Computer literacy and a valid driver's licence are essential.

**Experience:** 2 – 3 years administrative experience.

**Knowledge and Skills:** Leadership, Planning & Organizing, Quality Organization, Persuasiveness  
Specialist Knowledge, Problem Solving & Analysis, Oral Communication, Written Communication  
Commercial Awareness, Creativity & Innovation, Action Orientation, Strategic, Interpersonal Sensitivity, Flexibility, Resilience and Personal Motivation.

**Key performance:** The incumbent will provide secretarial support services; Provide administrative support services; Assist with the development, formatting and finalization of documentation; Manage the document flow and filing system; Assist with matters pertaining to internal budgeting, financial management and Human resource administration; Assist with internal management processes and assist with matters pertaining procurement and provisioning.

**Applications for the above position must be sent to** [Salomeapplications@sassa.gov.za](mailto:Salomeapplications@sassa.gov.za)  
**enquires regarding this position, please contact Mr Patrick Seeletse Tel:** (012) 400 2057

**Department Coordinator: Financial Accounting**  
**Salary:** R376 413 – R443 403 p.a. exclusive of benefits ( Location: Head Office Pretoria Ref No. SAS HO12/12/24-16)  
**Nature of Position:** Permanent

**Minimum Requirements:** Candidates should hold an undergraduate qualification (NQF Level 6/7) as recognized by SAQA in the relevant field; Computer literacy and a valid driver's licence are essential.

**Experience:** 2 – 3 years administrative experience.

**Knowledge and Skills:** Leadership, Planning & Organizing, Quality Organization, Persuasiveness  
Specialist Knowledge, Problem Solving & Analysis, Oral Communication, Written Communication  
Commercial Awareness, Creativity & Innovation, Action Orientation, Strategic, Interpersonal Sensitivity, Flexibility, Resilience and Personal Motivation.

**Key performance:** The incumbent will provide secretarial support services; Provide administrative support services; Assist with the development, formatting and finalization of documentation; Manage the document flow and filing system; Assist with matters pertaining to internal budgeting, financial management and Human resource administration; Assist with internal management processes and assist with matters pertaining procurement and provisioning.

**Applications for the above position must be sent to** [Patrickapplications@sassa.gov.za](mailto:Patrickapplications@sassa.gov.za)  
**enquires regarding this position, please contact Mr Patrick Seeletse Tel:** (012) 400 2188

**Administrator: Executive Support**  
**Salary:** R 376 413 – R443 403 p.a. exclusive of benefits  
**Location:** Head Office Pretoria (Ref No. SAS HO12/24-17)  
**Nature of Position:** Permanent

**Minimum Requirements:** Candidates should hold an undergraduate qualification (NQF Level 6/7) as recognized by SAQA in the relevant field; Computer literacy and a valid driver's licence are essential.

**Experience:** 2 - 3 years' experience in relevant field.

**Knowledge and Skills:** Functional / Professional Knowledge (subject knowledge), Planning & Organizing, Innovation, Creativity, Policy Analysis and Development and Manage Staff.

**Key performance:** The incumbent will render an administrative support service to the Office of the EM: Strategy & Business Support; Render a secretarial support service; Provide a registry function to the Office of the EM: Strategy & Business Support and Human Resource Administration

**Applications for the above position must be sent to** [Salomeapplications@sassa.gov.za](mailto:Salomeapplications@sassa.gov.za)  
**enquires regarding this position, please contact Ms Salome Maluleke Tel:** (012) 400 2057

**Call Centre Agent**  
**Salary:** R202 233- R 235 611 p.a. excluding benefits  
**Location:** Head Office Pretoria (Ref No: SAS 12/12/2024-18)  
**Nature of Position:** Permanent

**Minimum Requirements:** Candidates should hold a Senior Certificate (NQF Level 4); Computer literacy is essential.

**Experience:** 0-1 years' experience in the relevant.

**Knowledge and Skills:** SOCPEN, Legislation, Policy, Procedure & Standards (Social Assistance Act), SASSA Act, Social Assistant delegations and procedures) Organizational arrangements and awareness.

**Key Performance:** The incumbent will receiving and placing of calls; Registration and escalating of incoming calls e.g. capturing on the Customer Care Application system; Investigating and provide feedback; Updating of information on the Integrated Customer Care Application; Monitor and follow up on requests that have been sent to back office and responsible managers; Attending to e-mail enquiries; Provide customer education and Direct calls to the relevant officials to ensure that client needs are attended to.

**The applications for the position of Call Centre Agent must only be hand delivered at 501 Prodinsa Building SASSA Head Office, Corner Steve Biko and Pretorius Street Pretoria 0083. enquires: Ms Phindile Mathevela – 012 400 2150**

**Administration Clerk: Risk Management**  
**Salary:** R202 233- R 235 611 p.a. excluding benefits  
**Location:** Head Office Pretoria (Ref No.: SAS 12/12/2024-19)  
**Nature of Position:** Permanent

**Minimum Requirements:** Candidates should hold a Senior Certificate (NQF Level 4); Computer literacy is essential.

**Experience:** 0-1 year working experience.

**Added Advantage:** Driver's License.

**Knowledge and Skills:** Functional, Professional Knowledge (subject knowledge), Planning & Organizing, Innovation / Creativity, Policy advice and inputs.

**Key Performance:** The incumbent will Assist with the administrative functions pertaining to Risk Management within the Unit; Assist with the maintenance and coordination of the Unit's information systems; Assist with the drafting of correspondence to various stakeholders relating to queries and information required. Assist with the compilation of statistical reports relating to Risk Management and Provide clerical administrative support services within the Unit.

**The applications for the position of Administrative Clerk: Risk Management must only be hand delivered at 501 Prodinsa Building SASSA Head Office, Corner Steve Biko and Pretorius Street Pretoria 0083. enquires: Ms Phindile Mathevela – 012 400 2150**

**Support Technician**  
**Salary:** R376 413 – R443 403 p.a. exclusive of benefits  
**Location:** Head Office Pretoria (Ref No.: SAS 12/12/2024-20)  
**Nature of Position:** Permanent

**Minimum Requirements:** Candidates should hold an undergraduate qualification (NQF Level 6/7) as recognized by SAQA in Computer Science, Information Technology or related field; CompTIA A+, CompTIA Network +, Microsoft Certified: Modern Desktop Administrator Associate, Computer literacy and a valid driver's license are essential.

**The following Certificates will be an added advantage:** Microsoft Certified: Azure Fundamentals, Cisco Certified Network Associate (CCNA), CompTIA Network+ or Security+.

**Experience:** 1-2 years' experience in the relevant field.

**Knowledge and Skills:** Proficiency in operating systems (Windows, macOS, Linux). Planning & Organizing, Innovation, Creativity, Policy Analysis and Development and Manage Staff. Familiarity with hardware installation and troubleshooting. Understanding of networking concepts (TCP/IP, DNS, DHCP). Knowledge of common software applications and tools. Strong problem-solving skills. Strong organizational skills and attention to detail. Familiarity with remote support tools and ticketing systems.

**Key Performance:** The incumbent will identify, troubleshoot and resolve problems encountered by computer users; Troubleshoot and solve network problems encountered by user; Provide technical support to end-users regarding computer hardware and software; install, test, certify and troubleshoot networking cabling; Install applications, software and computer packages; Train users in various software applications and network-related procedures.

**Applications for the above position must be sent to** [Pamapplications@sassa.gov.za](mailto:Pamapplications@sassa.gov.za)  
**enquires regarding this position, please contact Ms P Tshetu Tel:** (012) 400 2264

**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.**

Applicants interested in applying for these posts should send their applications (CV and completed New Z83 form) quoting the relevant reference number and position name as per the advert. The subject heading of the email should indicate the reference number and name of the position you are applying for. Applicants must ensure that they send their application to a correct inbox/email indicated on each position. Applications sent to the incorrect inbox/email will not be considered. Applications should consist of a 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. Computer literacy and driver's licence must be stated in the CV. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. Kindly note that copies of qualification, certificate, ID and driver's license etc. should be submitted upon request. Failure to comply with the above requirements may result your application being disqualified.

**General Enquiries: Ms. Pamela Tshetu – Tel (012) 400 2264**

**The applications for the position of Call Centre Agent and Administration Clerk: Risk Management must only be hand delivered at 501 Prodinsa Building SASSA Head Office, Corner Steve Biko and Pretorius Street Pretoria 0083. enquires: Ms. Phindile Mathevela – 012 400 2150. Email applications for these two posts will not be considered.**

**Closing date:** 07 January 2025

**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.

**N:B Please note that SASSA would never ask candidates to pay for job application or Background screening. All SASSA adverts are published on SASSA website if it not on SASSA website the advertisement is not authentic.**

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