

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

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.

EXTERNAL: NORTHERN CAPE

Assistant Manager: Supply Chain Management - Salary level 09

Salary: R468 459– R 551 823 p.a. exclusive of benefits

Location: Regional Office: Kimberley (Ref No.: SAS NC25/06/07)

Minimum Requirements: Candidates should hold an undergraduate qualification (NQF Level 6) as recognized by SAQA with Financial Accounting or Logistics Management or Purchasing or Economics as major subject coupled with 2-3 years' experience in the various discipline related to financial management. Knowledge, experience, interpretation and application of accrual accounting and GRAP standards will serve as added advantage. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations on public entity and other relevant regulations is necessary. ERP knowledge on Oracle or SAP or AccPAcc compliant systems is necessary. Valid driver's license is essential.

Duties: The incumbent will assist in the overall management of the Unit; implement the Operational Plan of the Demand and Acquisition Unit; Invite quotations and tenders as per demand plans; Liaise with service providers in respect of the supply and delivery of goods procured; Manage supplier database; Provide internal control services; Ensure that budget and resources are optimally implemented and managed; Analysis of trial balance sheet accounts; Run the depreciation and create accounting for assets; Conduct physical asset verification and assist in reconciling assets that have been completed; Prepare a list for assets to be disposed; Maintain the asset register; Ensure compliance with assets policies and practices with applicable GRAP standards, SA-GAAP and IFRS, PFMA, Treasury Regulations; Constitution, Preferential Procurement Framework Act and other various regulations; Respond on all assets internal and external audit queries. Prepare and submit monthly reports. Submit inputs for preparation of Annual Financial Statements.

Preference for the above position will be given to People with Disability /or Coloured Male followed by Coloured Female as at the time of appointment

NB: Only e-mailed applications will be accepted

Clerk: Labour Relations - Salary level 05

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

Location: Northern Cape Regional Office - Kimberley (Ref No.: SAS NC25/06/08)

Minimum Requirements: Candidates should hold a Senior Certificate coupled with 0-1 year relevant experience, a B degree or National Diploma with Labour Relations /Labour Law/or other relevant modules with a minimum of 360 credits (NQF Level 6) as recognized by SAQA will serve as an added advantage; Computer Literacy and valid driver's license are essential.

Duties: The incumbent will render general clerical support services; Assist with the facilitation of Labour Relations training and maintain a training database; Assist to maintain a support database for Labour Relations cases in the Region; Support the Labour Relations Unit with administrative matters; Assist with the compilation of statistical reports on labour relation matters.

Preference will be given to Coloured Male followed by Coloured Female followed by White Male respectively as at the time of appointment

NB: Only Postal and Hand delivery applications will be accepted

Grants Administrator: Grants Administration - Salary level 05 (X3)

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

Location: Pixley Ka Seme District – Richmond Local Office (Ref No.: SAS NC25/06/09)

Location: John Taolo Gaetsewe District – Deben Local Office (Ref No.: SAS NC25/06/10)

Location: ZF Mgcawu District – Kakamas Local Office (Ref No.: SAS NC25/06/11)

Minimum Requirements: Candidates should have a Senior Certificate plus an undergraduate qualification (NQF Level 6) as recognized by SAQA in the relevant field, 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; Provide off-site grants application processes; Process other grant documentation / perform other grants administration functions; Conduct quality control on grant applications and Ensure adherence to Section 57 of Public Finance Management Act (PFMA, Chapter 6, Part 3)

Preference for the above positions will be given to:

- Richmond- African Male followed by Coloured Male /or White Female respectively as at the time of appointment**
- Deben - Coloured Female followed by Coloured Male followed by White Female respectively as at the time of appointment**
- Kakamas - African Female followed by African Male respectively as at the time of appointment**

NB: Only Postal and Hand delivery applications will be accepted for the above positions

To view the detailed advert which contains the requirements of the post, compliance and application process, please visit us at www.sassa.gov.za or toll free: 0800 60 10 11

Important notes: Appointment will be subject to a compulsory pre-employment screening in the form of qualification, references, ITC, and criminal checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) prior to the selection process. The Agency 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. No faxed applications will be accepted.

Closing date: 18 July 2025

Applicants interested in applying for the post should send their applications (CV and New Z83) quoting the relevant reference number and position name as per the advert. Applicants must ensure that they send their applications to a correct address indicated on the position. 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 qualification, ID and driver's license etc, should be submitted upon request.

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| Regional Office posts: | Attention: Human Capital Management Email: ApplicationsRO@sassa.gov.za | Enquiries: Ms Nelisiwe Cele Tel: (053) 802 4956 |
| Pixley Ka Seme District post: | Attention: Human Capital Management, Private Bag X1015, De Aar, 7000. Or Hand delivery: Liebenhof building, corner Mclvor and Voortrekker Street, De Aar. | Enquiries: Ms Emelly Booysen Tel: (027) 285 0005 |
| ZF Mgcawu District post: | Attention: Human Capital Management, Private Bag X5911, Upington, 8800 Or Hand delivery: 46 Schroder Street, Upington. | Enquiries: Ms Claudia Swayi Tel: (054) 337 0447 |
| John Taolo Gaetsewe District post: | Attention: Human Capital Management, Private Bag X1534, Kuruman, 8460 Or Hand delivery: 13-17 Main Road, Mahindra building, Kuruman. | Enquiries: Ms Gomolemo Lekgetho Tel: (053) 285 0433 |

For hand delivery, applications must be submitted to the office before 16h00.

Correspondence will only be conducted with the short- listed 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.

