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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.**

**Position: Senior System Administrator (Business Solution, ICT)**

**Salary: R 849,702 p.a. inclusive of benefits (Level 11)**

**Location: Head Office (Ref No: SAS HO 02/10/24-01)**

**Nature of Position: 2 Years Contract**

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

**Experience:** 2 – 3 years management experience in the relevant field; coupled with 3 years' experience in Systems Administration, software and problem support, functional support, business and system analysis is essential.

**Knowledge and Skills:** Intermediate knowledge in fields of policy analysis and governance; project management; financial management and risk management as well as understanding of the latest technologies to deliver business solutions will be an added advantage.

**Key Performance Areas:** The candidates will assist with managing the System Development Life Cycle for the Covid-19 SRD and related systems which encompasses; Manage services provided by external service provider, internal and 3rd party stakeholders; Assist employees at all levels to help them improve their job performance through training and development programs; Communicate Agency policies and procedures to staff members and ensure that they are followed; Review management reports and facilitate required action; Assist with procurement processes; Manage the communication process related to system changes; Assist with the management of the unit operations and staff including employee performance.

**Enquiries:** Ms. Salome Maluleke at Tel: (012) 400 2057

**Position: System Administrator (Business Solution, ICT)**

**Salary: R 444,036- R 532,602 p.a. inclusive of benefits (Level 09)**

**Location: Head Office (Ref No: SAS HO 02/10/24-02)**

**Nature of Position: Permanent**

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

**Experience:** 3 – 5 years' experience in the relevant field; coupled with (3) years' experience in Systems Administration, application support, functional support, business and system analysis is essential.

**Knowledge and Skills:** Intermediate knowledge in fields of policy analysis and governance, project management, financial management and risk management is compulsory; Understanding of the latest technologies to deliver business solutions is an added advantage.

**Key Performance Areas:** The candidates will assist with the System Development Life Cycle for the Covid-19 SRD and related systems including which encompasses; Reviewing of documentation of system development, including business case, business requirements, functional and technical business requirements and testing; trouble shooting and testing of applications; Participate in Change Management process when implementing new system/functionality; assist in delivery of systems training to users (SOCPEN and Covid-19 SRD); Facilitation of user access to applications; Assist in management of audit requests and findings; Manage all administration and reporting outputs for the Covid-19 SRD system; Logging of change requests; Assist in development of the communication messages with communication department related to the system changes key messages; Coordination of unit reports, inclusive of performance contracting and assessments; Coordination of unit travel arrangements; Keeping record of unit Good received vouchers and Invoices (Budget) and Coordinate unit meetings; keep record of unit's meetings and action items ensuing.

**Enquiries:** Mr. Patrick Seeletse at Tel: (012) 400 2188

**Position: Administrative Officer: Office of the General Manager: Management Accounting**

**Salary: R 308,154 p.a. plus 37% in lieu of benefits (Level 7)**

**Location: Head Office (Ref No: SAS HO 02/10/24-03)**

**Nature of Position: 2 Years Contract**

**Minimum Requirements:** Candidates should hold Senior Certificate (Matric) plus an undergraduate qualification (NQF level 6) coupled with 3 years' experience in the relevant field; Computer literacy is essential.

**Added advantage:** Valid driver's license.

**Duties:** To provide secretarial support services and to establish and maintain effective administrative support systems to the Department.

**Enquiries:** Ms. Ntombikayise Skosana at Tel: 012 400 2031

**Position: Administrative Officer: Office of the General Manager: Financial Accounting**

**Salary: R 308,154 p.a. plus 37% in lieu of benefits (Level 7)**

**Location: Head Office (Ref No: SAS HO 02/10/24-04)**

**Nature of Position: 2 Years Contract**

**Minimum Requirements:** Candidates should hold Senior Certificate (Matric) plus an undergraduate qualification (NQF level 6) coupled with 3 years' experience in the relevant field; Computer literacy is essential.

**Added advantage:** Financial Accounting 3 as a major subject coupled with 3 years' experience in a finance environment and valid driver's license.

**Duties:** To provide secretarial support services and to establish and maintain effective administrative support systems to the Department.

**Enquiries:** Ms. Ntombikayise Skosana at Tel: 012 400 2031

**Position: Administrative Officer: Office of the General Manager: Legal Services**

**Salary: R 308,154 p.a. plus 37% in lieu of benefits (Level 7)**

**Location: Head Office (Ref No: SAS HO 02/10/24-05)**

**Nature of Position: 2 Years Contract**

**Minimum Requirements:** Candidates should hold Senior Certificate (Matric) plus an undergraduate qualification (NQF level 6) coupled with 3 years' experience in the relevant field; Computer literacy is essential.

**Added advantage:** A Diploma in law or para-legal will serve as an added advantage and valid driver's license.

**Duties:** To provide secretarial support services and to establish and maintain effective administrative support systems to the Department.

**Enquiries:** Ms. Pamela Tshetu at Tel: 012 400 2264.

**Position: Administrative Officer: Office of the General Manager: Facilities Management and Auxiliary Support Services**

**Salary: R 308,154 p.a. plus 37% in lieu of benefits (Level 7)**

**Location: Head Office (Ref No: SAS HO 02/10/24-06)**

**Nature of Position: 2 Years Contract**

**Minimum Requirements:** Candidates should hold Senior Certificate (Matric) plus an undergraduate qualification (NQF level 6) coupled with 3 years' experience in the relevant field; Computer literacy is essential.

**Added advantage:** Valid driver's license.

**Duties:** To provide secretarial support services and to establish and maintain effective administrative support systems to the Department.

**Enquiries:** Ms. Phindile Mathevela at Tel: 012 400 2150

**Position: Administrative Officer: Office of the General Manager: Operations Management**

**Salary: R 308,154 p.a. plus 37% in lieu of benefits (Level 7)**

**Location: Head Office (Ref No: SAS HO 02/10/24-07)**

**Nature of Position: 2 Years Contract**

**Minimum Requirements:** Candidates should hold Senior Certificate (Matric) plus an undergraduate qualification (NQF level 6) coupled with 3 years' experience in the relevant field; Computer literacy is essential.

**Added advantage:** Valid driver's license.

**Duties:** To provide secretarial support services and to establish and maintain effective administrative support systems to the Department.

**Enquiries:** Ms. Pamela Tshetu at Tel: 012 400 2264

**Position: Senior Administrative Officer: Office of the Executive Manager: Strategy and Business Development**

**Salary: R 376,413 p.a. plus 37% in lieu of benefits (Level 8)**

**Location: Head Office (Ref No: SAS HO 02/10/24-08)**

**Nature of Position: 2 Years Contract**

**Minimum Requirements:** Candidates should hold Senior Certificate (Matric) plus an undergraduate qualification (NQF level 6) coupled with 3 years' experience in the relevant field; Computer literacy and valid driver's license are essential.

**Duties:** To provide secretarial support services and to establish and maintain effective administrative support systems within the Branch.

**Enquiries:** Mr. Lakhikhaya Noah at Tel: 012 400 2146

**Position: Senior Administrative Officer: Office of the Chief Information Officer**

**Salary: R 376,413 p.a. plus 37% in lieu of benefits (Level 8)**

**Location: Head Office (Ref No: SAS HO 02/10/24-09)**

**Nature of Position: 2 Years Contract**

**Minimum Requirements:** Candidates should hold Senior Certificate (Matric) plus an undergraduate qualification (NQF level 6) coupled with 3 years' experience in the relevant field; Computer literacy and valid driver's license are essential.

**Duties:** To provide secretarial support services and to establish and maintain effective administrative support systems within the Branch.

**Enquiries:** Mr. Lakhikhaya Noah at Tel: 012 400 2146

**Please submit your applications to SASSA House, 501 Prodinsa Building, Corner Steve Biko and Pretorius Street, Arcadia, Pretoria 0083 or post to Private Bag X 55662, Arcadia, Pretoria 0083 to the attention of the relevant enquiry person.**

**Important notes:** 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 Z83 must be fully completed, failure to comply will automatically disqualify the applicant. Applicants must ensure that they send their application to a correct physical address. Applications sent to the incorrect physical address 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. Interviews may be conducted via a virtual medium (where possible) 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. 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). Candidates will also be subjected to a process of technical assessments (where required). It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA) prior to the selection process and an evaluation report must be attached. The requirements for application of Senior Management Services (SMS) include the successful completion of an SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG) before appointment for all SMS positions. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. 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. Correspondence will be limited to shortlisted candidates only, should you not be contacted within 3 months after the closing date please consider your application as unsuccessful. 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

**General Enquiries: Ms. Pamela Tshetu – Tel (012) 400 2264 or Ms. Ntombikayise Skosana - Tel No: (012) 400 2031. Closing date: 15 October 2024.**

**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.**

