

*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

The following positions are available in the KZN Region

Document Administrator: Grants Administration (x50 Post)

Salary: R155 145 p.a plus 37% (6 months contract)

Location: KZN Region: RMC (Pinetown), (Ref No.G11/2024)

Requirements: Candidates should have a Senior Certificate (NQF Level 4) and be Computer literate.

Added advantage: A Post-Matric Qualification in Human Science/ Public Administration/ Economic & Management Sciences/Commerce/ Archives and Records Management.

Duties: The incumbent will be responsible for receiving and capturing of files and loose documents, receiving and scanning of files, disposal of files and validation of scanned records.

The applications for the above positions must be hand deliver at No.1 Bank Street, Pietermaritzburg, 3201. Attention: Human Capital Management.

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.

Important notes: These positions are advertised with minimum requirements. Appointment will be subject to a compulsory pre-employment screening in the form of qualification, reference, ITC, criminal checks and compulsory competency assessment (where applicable). It is our intention to promote representivity in terms of race, gender and disability 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.

Closing date: 09 September 2024.

Applicants interested in applying for these posts should hand deliver their applications (CV and fully completed and signed new Z83 and attach certified copies of qualifications and ID) 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, 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.

Enquiries: Ms M Mkhize (033) 846 3334.

Correspondence will only be conducted with the short- listed candidates, if you have not been contacted within 1 month after the closing date of the advertisement, please accept that your application has been unsuccessful.
