

*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.

Chief Executive Officer

Salary: R 2,259,984 – R2,545,854 per annum plus 10% non-pensionable HoD Allowance. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

Location: Head Office – Pretoria (Ref No: SAS HO09/02/25-01)

Nature of Position: (Five-year fixed-term contract)

Minimum Requirements: An undergraduate qualification (NQF level 7) plus a post graduate qualification (NQF level 8) as recognized by SAQA. Certificate for entry into the SMS (Senior Management Service) endorsed by the National School of Government; 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; Computer literacy and a valid driver's license are essential and should be indicated on the CV.

Experience: Minimum of 10 years' experience at a senior managerial level of which at least three (3) years' experience must be within any Public Entity registered in terms of the PFMA.

Knowledge and Skills: Functional / Professional Knowledge (subject knowledge), Planning & Organizing, Innovation / Creativity, Policy Analysis and Development, People Management and Empowerment, Programme and Project Management, Change Management, Financial Management and Strategic Thinking and Planning.

Attributes: Ability to initiate and support organizational transformation and change. Ability to explore and implement new ways of delivering services that will contribute to the improvement of organizational processes and to build the highest standard of ethical and moral conduct. Ability to provide vision, set organizational direction and inspire others to deliver on the organizational mandate. Ability to work together with civil society, business, academia and international community.

Key performance: Provide strategic leadership, and accountability in the implementation of programmes towards achieving SASSA's constitutional, legislative, and policy mandate; Ensure the effective and efficient management, administration and payment of social security assistance in South Africa; Provide leadership on inter and intra-government relations for effective coordination; Exercise and execute the role of an accounting officer and accounting authority for the Agency; Provide leadership for the effective and efficient management and corporate services administration of the Agency; Serve as a main source of communication between the Minister/Executive Authority and the Agency on the implementation of the administration and payment of social security by SASSA.

Applications for the above position must be sent to Patrickapplications@sassa.gov.za For enquiries regarding this position, please contact Mr Patrick Seleetse Tel: (012) 400 2188

Regional Executive Manager (X5)

Salary: R 1,741,770–R 1,962,090 p.a. inclusive of benefits

Mpumalanga Regional Office – (Ref No: SAS MP09/02/25-02)

Western Cape Regional Office– (Ref No: SAS WC09/02/25-03)

Limpopo Regional Office– (Ref No: SAS LP09/02/25-04)

Free State Regional Office– (Ref No: SAS FS09/02/25-05)

Northern Cape Regional Office– (Ref No: SAS NC09/02/25-06)

Nature of Position: Permanent

Minimum Requirements: Candidates should hold an undergraduate qualification at NQF Level 7) plus a post graduate qualification (NQF level 8) as recognized by SAQA; Certificate for entry into the SMS (Senior Management Service) endorsed by the National School of Government; 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; Computer literacy and a valid driver's license are essential and should be indicated on the CV.

Experience: 8 years' relevant experience at a Senior Managerial level.

Knowledge and Skills: Functional / Professional Knowledge (subject knowledge), Planning & Organizing, Innovation / Creativity, Policy Analysis and Development, Programme and Project Management, Financial Management, Strategic Capability and Leadership and Change Management, and Ensure adherence to Section 57 (Responsibilities of other Officials) of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

Key performance: The incumbent Oversee, manage and report on the development of the management of administration, payment of social assistance and related social security services in the region based on legislative frameworks, policies, strategies, operational frameworks, guidelines and effective programmes; Ensure that social security operations and strategies are implemented and rolled out in the region to enhance productivity and the Agency's footprint; Maintain the ethics of the Agency of the grants administration and payment management business chain within the region; Implement programmes and projects in accordance with the Agency's mandate in compliance with the SASSA Act and/ as directed by the Executive Directives; Ensure the standardization and implementation of the services of the Agency within the region to promote good governance and the Agency's brand and Oversee, manage and report on the financial management, corporate services, and performance of the region in line with the set regulations and prescripts.

Application for the above positions at Mpumalanga Region must be sent to noahapplications@sassa.gov.za Enquiries: Mr Lakhikhaya Noah (012) 400 2146

Application for the above positions at Western Cape Region must be sent to Phindileapplications@sassa.gov.za Enquiries: Ms Phindile Mathevela, Tel: (012) 400 2150

Application for the above positions at Limpopo Region must be sent to Pamapplications@sassa.gov.za Enquiries: Ms Pamela Tshetu Tel: (012) 400 2264

Application for the above positions at Free State Region must be sent to Salomeapplications@sassa.gov.za Enquiries: Ms Salome Maluleke Tel: (012) 400 2057

Application for the above positions at Northern Cape Region must be sent to Pamapplications@sassa.gov.za Enquiries: Ms Pamela Tshetu (012) 400 2264

Department Coordinator: Grants Operations

Salary: R376 413 – R443 403 p.a. exclusive of benefits

Location: Head Office Pretoria (Ref No: SAS HO09/02/25-07)

Nature of Position: Permanent

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 Phindileapplications@sassa.gov.za enquiries regarding this position, please contact Ms P Mathevela Tel: (012) 400 2150

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 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 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 0124002264

Closing date: 24 February 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 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 and newspapers, if it is not on SASSA website, the advertisement is not authentic.

