

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



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

SASSA is a dynamic organization that provides arrange 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

ERRATUM : PLEASE NOTE THAT CLOSING DATE FOR ALL POSITIONS IS 14 JULY 2025

EXTERNAL ADVERT

FREE STATE REGION

Assistant Manager: Supply Chain Management (Level 09) X 1

Salary: R 468 459 – R 551 823 pa exclusive of benefits.

Location: Free State Regional Office (Ref No: SAS FS 0170/25)

Minimum Requirements: Candidates should be in possession of a relevant Degree or Three (3) year tertiary qualification (NQF Level 6, 360 credits) , with management accounting and purchasing as major subjects. Coupled with 3-5 years experience in the various disciplines related to financial management. Knowledge, experience, interpretation and application of accrual accounting and GRAP standards will be an added advantage. Knowledge of Public Finance and Management Act (PFMA), Treasury Regulations related to the public entity and other relevant regulations, ERP Knowledge on Oracle or SAP or Acc Pacc or accrual accounting compliant systems, Computer literacy , a Valid driver's licence is essential.

Duties: The incumbent will implement the operational plan of the demand and acquisition unit, Implement the demand plan for the financial year, reconcile and submit the consolidated demand plan, monitor monthly requisition register, check compliance relating to the evaluation report, approving orders based on stipulated delegations, Training the End-User on demand plan, provide reports on orders, commitments and accruals, clear encumbrance order and sub ledger period close exception reports. Ensure compliance to supply chain regulations and policies. Monitor compliance to contract(key accounts management and provide report, Develop supplier performance monitoring system, manage supplier database per commodity and provide reports on database update. Provide internal control services. Manage resources attached to the unit.

**Employment Equity targets: 1st preferred: African Female
2nd preferred: Indian Male/White Male**

Applications for the above position must be sent to ApplicationsPalesa@sassa.gov.za. Enquiries regarding this position please contact Ms B Tambodala Tel (051) 410 8417

Assistant Manager: Development and Transformation (Level 09) X 1

Salary: R 468 459 – R 551 823 pa exclusive of benefits.

Location: Free State Regional Office (Ref No: SAS FS 0040/25)

Minimum Requirements: Candidates should hold a relevant degree or a relevant 3 year tertiary qualification (NQF 6, 360 credits) in Human Resources Management or related field, coupled with 3-5 years experience in the relevant field. Computer Literacy and a Valid Driver's licence are essential.

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

Duties: To provide a development and transformation service in the Region. Facilitate the effective provision and management of Training & Development programmes, Facilitate Employee Wellness Programmes, HIV & AIDS in the workplace and Employment Equity, Facilitate the effective implementation of Performance Management and Development System in the Region. Manage Subordinates and resources attached to the unit.

Employment Equity targets: 1st preferred: African Male/ Indian Male / White Male

Applications for the above position must be emailed to ApplicationsNketsi@sassa.gov.za. Enquiries regarding this position please contact Ms L Swanepoel Tel (051) 410 8317.

Clerk: Financial Accounting (Level 05) X 1

Salary: R 228 321 - R268 950 pa exclusive of benefits.

Location: Free State Regional Office (Ref No: SAS FS 0163)

Minimum Requirements: Candidates should hold a Senior Certificate (NQF Level 4), Grade 12 with mathematics or Accounting as a subject and Computer literacy is essential.

Added advantage: A relevant 3 year qualification (NQF Level 6, 360 credits), drivers licence and/or Administrative/Clerical experience.

Duties: The incumbent will be responsible to provide effective and efficient payment administration service. Process payment to creditors within 30 days upon the receipts of the invoice, process interdepartmental claims and manage the payment workflow. Manage accounts payables (Creditors) through reconciliations (Clear exceptions reports, receive creditors' statement, Perform creditor reconciliations and register and reconcile interdepartmental claims receivable and payables. Manage and safeguard all face value documents and other transaction documentation. Implement a system of financial management and internal control. Maintain an effective filing system.

Employment Equity targets: 1st preferred: African Male

2nd preferred: White Male

3rd preferred: Indian Male

Applications for the above position must be hand delivered to:

Iustitia Building, Corner Aliwal and St Andrew Street, Bloemfontein, 9300

Enquiries regarding this position please contact Mr W Mofokeng Tel (051) 410 8452

Document Management Administrator: Facilities and Auxiliary Services (Level 05) X 1

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

Location: Free State Regional Office (Ref No: SAS FS 0105/25)

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

Added Advantage: A relevant 3 year qualification (NQF 6,360 credits), a valid driver's license and / or administrative / clerical experience will be an added advantage.

Duties: The incumbent will open and sort incoming mail, dispatch outgoing mail, file and bind documents, maintain personnel files, keep management registers updated, maintain records archiving and disposal, handle internal mail systems and perform any other assigned duties.

Employment Equity Targer: 1st preferred: African Female

2nd preferred: African Male/White Male

3rd preferred: Indian Male

Applications for the above position must be hand delivered to:

Iustitia Building, Corner Aliwal and St Andrew Street, Bloemfontein, 9300

Enquiries relating to this position please contact Ms E Enslin Tel (051) 410 8424



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Important notes: All these positions are advertised with the minimum requirements. Appointments will be subject to a compulsory pre-employment screening in the form of qualification, reference, ITC, criminal checks, technical test and compulsory competency assessment. It is our intention to promote representivity in terms of race, gender and disability through the filling of this post and candidates whose appointment will promote representivity will receive preference. 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 that all SASSA staff are subjected to compulsory security on appointment. Only email applications will be accepted.

General Enquiries: Ms. Palesa Dichabe – Tel (051) 683 6366

Closing date: 14 July 2025

Applicants interested in applying for these posts should submit their applications (CV and completed New Z83 form) quoting the relevant reference number and position name as per the advert. For posts that are accepted via email, 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. 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 in your application being disqualified.

Correspondence will only be conducted with the shortlisted 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.

Visit us at www.sassa.gov.za or toll free: 0800 60 10 11.

