

*[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 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.

LIMPOPO REGION EXTERNAL ADVERT

Manager: Operations Management

Salary: R896 436.00-R1 055 958.00 all-inclusive of benefits

Location: Limpopo Regional Office: Polokwane (Ref no SAS 01/06/2025)

Minimum Requirements: Relevant Degree/ National Diploma NQF6/7 qualification 1-2 years' management experience. Computer literacy and a valid driver's license are essential.

Duties: The incumbent will: Coordinate and monitor grant application processes in terms of legislative compliance. Assist with the management, coordination, monitoring and improvement of grant value chain business processes at service delivery points. Data information, management and reporting. Ensure operational and frontline staff are trained, developed and skilled on grant operations. Provide advice on social assistant legislation, policies and procedures. Assist with the management of the Unit. Manage subordinates in the section. Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

The Agency is an equal opportunity employer. Therefore, Preference will be given to the following EE Targets as at the time of appointment: 1st Preferred African Male, 2nd Preferred African Female.

Assistant Manager: Financial Accounting

Salary: R 468 459.00 -551 823.00 exclusive of benefits

Location: Limpopo Regional Office: Polokwane (Ref no SAS 02/06/25)

Minimum requirements: Relevant Financial Degree / National Diploma (Finance) NQF6/7 qualification 3-5 years' experience in relevant field, Computer literacy and a valid driver's license are essential.

Duties: The incumbent will: Assist with the management of salary administration functions and processes. Assist with the management and administration of subsistence and travel claim processes. Reports developed on a regular basis and ensure completeness and accuracy of financial information. Assist with the management and administration of financial accounts and related payment functions and processes. Assist with the management and coordination with debt and revenue management functions and processes. Ensure trial balance management in ORACLE and BAS is addressed. Assist in the management of the resources in the unit. Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

The Agency is an equal opportunity employer. Therefore, Preference will be given to the following EE Targets as at the time of appointment: African Female

Branch Coordinator: Office of the REM

Salary: R 468 459.00- R551 823.00 exclusive of benefits

Location: Limpopo Regional Office: Polokwane (Ref No SAS 03/06/25)

Minimum Requirements: Relevant Degree or National Diploma NQF6/7 qualification 3 – 5 years administrative experience, Computer literacy and a valid driver's license are essential.

Duties: The incumbent will: Provide secretarial support services. Provide administrative support services. Provide secretarial and administrative services to the Executive Manager. 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. Assist with matters pertaining procurement and provisioning. Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

The Agency is an equal opportunity employer. Therefore, Preference will be given to the following EE Targets as at the time of appointment: African Male



social development
Department:
Social Development
REPUBLIC OF SOUTH AFRICA



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Department Coordinator: Grant Administration (Level 8)

Salary R397 116.00- R467 799.00 exclusive of benefits

Location: Limpopo Regional Office: Polokwane (Ref No SAS 04/06/2025)

Minimum Requirements: Relevant Degree or Diploma NQF6/7 qualification 2 – 3 years administrative experience, Computer literacy and a valid driver's license are essential.

Duties: 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. Assist with matters pertaining procurement and provisioning. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3)

The Agency is an equal opportunity employer. Therefore, Preference will be given to the following EE Targets as at the time of appointment: African Female

Practitioner: Security Administration (Level 7)

Salary: R 325 101.00- R382 959.00 exclusive of benefits

Location: Limpopo Regional Office: Polokwane (Ref No SAS 05/06/2025).

Minimum Requirements: Candidates should have a Grade 12 and National Diploma / Degree: NQF6/7 qualification ,1- 2 years relevant experience, Computer literacy and a valid driver's license are essential.

Duties: The incumbent will: Assist with the implementation of physical security standards within the Region. Assist with the management of security services provided by third parties. Assist with the administration of vetting policies and procedures. Assist with the implementation of occupational health and safety policies in the Region. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3).

The Agency is an equal opportunity employer. Therefore, Preference will be given to the following EE Targets as at the time of appointment: African Male/African Female

07 X Grants Administrator (Level 5)

Salary: R228 321.00 – R268 950.00 exclusive of benefits

Location: Capricorn District: Polokwane Local Office (Ref No: 06/06/2025), Blouberg Local Office (Ref No: 07/06/2025), Lepelle Nkumpi Local Office (Ref No: 08/06/2025)

Waterberg District: Mokgalakwena Local Office (Ref No SAS 09/06/2025), Lephalale Local Office (Ref No SAS 10/06/2025).

Mopani District: Greater Letaba Local Office (Ref No SAS 11 /06/2025).

Sekhukhune District: Makhuduthamaga Local Office (Ref No SAS 12/06/2025).

Minimum Requirements: Candidates should have a Senior Certificate (NQF Level 4), and Computer Literacy is essential. A valid driver's license and/or administrative/clerical experience will be an added advantage

Duties: The incumbent will: Assist in administration of Social Grant at Local Level; Effectively screen all grant applications; Capture applications on the system; Provide customer care; Process other grant documentation/perform other grant administration functions; Conduct quality control on grant applications and ensure adherence to Section 57 of the Public Finance Management Act (PFMA Chapter 6, Part 3).

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Capricorn District Office: Polokwane Local Office: Coloured Female
Blouberg Local Office: African Male/PWD, Lepelle Nkumpi Local Office: African Male,
Waterberg District Office: Mokgalakwena Local Office: PWD, Lephalale Local Office: African Male,
Mopani District Office: Greater Letaba Local Office: African Male/PWD,
Sekhukhune District Office: Makhuduthamaga Local Office: African Male

Important notes: All these positions are advertised with the minimum requirements. Appointments will be subject to compulsory pre-employment screening in the form of qualification, reference, ITC, and 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 positions, 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 subjected to compulsory security vetting on appointments. E-mailed applications will be accepted **Or Hand Delivered to below Address. Closing Date: 14 July 2025, Time: 16H00 for hand delivery only and Email 14 July 2025, Time 23H59.**

Regional Office	Attention: Acting Manager HCM Mr. AM Netshifhefhe Email: ApplicationsLP@sassa.gov.za or hand deliver to: 43 Landros Mare Street, Polokwane	Enquiry: Ms. Southon PS Tel: 015 291 7445/ 7481/ 7411
Capricorn District	Attention: Manager Admin Support Mr. Sebatloang MJ Email: ApplicationsCapricorn@sassa.gov.za or hand deliver, 22 Shoeman Street, Polokwane	Enquiry: Ms. Mashego ME Tel: 015 284 6169/6030
Waterberg District	Attention: Manager Admin Support Ms. Boya LP Email: ApplicationsWaterberg@sassa.gov.za or hand deliver 54 Thabo Mbeki Street, Modimole District Office	Enquiry: Mr. Monyela MJ Tel: 014 718 3525/3632
Sekhukhune District	Attention: Manager Admin Support Mr Maleka CJ Email: ApplicationsSekhukhune@sassa.gov.za or hand deliver SASSA Building next to Jane Furse Hospital	Enquiry: Mr Modima MC Tel: 013 265 6054/6065/6069
Mopani District	Attention: Manager Admin Support Mr Senyolo TJ Email: ApplicationsMopani@sassa.gov.za or hand deliver to: 100 Corner Third and Hospital Street SASSA Building, Tzaneen	Enquiry: Mr Mhaleni R Tel: 015 306 9499

Applicants interested in applying for these posts should send their applications (**Comprehensive CV, fully completed and signed new Z83, and Highest relevant qualification certificate only quoting the relevant reference number and position name as per the advert**) to the specific email address provided below. Kindly note that other copies of qualifications should be submitted upon request and can be submitted by shortlisted candidates.

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.

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

