

*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

Senior Manager: Communication and Marketing X2
Salary: R1 162 200 - R 1 365 411 p.a. inclusive of benefits
Location: Northern Cape (Ref No. SAS NC 31/03/24-01)
Location: Limpopo Regional Office (Ref No. SAS LP 31/03/24-02)
Duration: Permanent

Requirements: Candidates should hold an undergraduate qualification (NQF Level 7) as recognized by SAQA in relevant field; Certificate for entry into the SMS (Senior Management Service) endorsed by the National School of Government; Computer literacy and a valid driver's license are essential.

Experience: 5 years of experience at a middle/ senior managerial level in Communications and Marketing.

Knowledge and Skills: Functional / Professional Knowledge (subject knowledge); Planning & Organizing; Innovation / Creativity; Policy Analysis and Development; Manage Staff; Project Management; Manage Finance; Strategic Thinking and Planning and Events Management.

Duties: The incumbent will provide branding and publication services; Provide an internal communication service; Improve organizational efficiency through the provision of an integrated change management service in the Region; Provide leadership in order to enhance the Unit performance and outputs of the Unit; and Manage resources and matters pertaining to staff.

Northern Cape Regional Office- Applications for the above position must be sent to ApplicationsRO@sassa.gov.za
Enquiries: Ms Natasha Breda Tel: 053 802 4963

Limpopo Regional Office- Applications for the above position must be sent to ApplicationsLP@sassa.gov.za
Enquiries: Ms Manyama ML Tel: 015 291 7411/ 7481

Senior Manager: Internal Audit
Salary: R1 162 200 - R 1 365 411 p.a. inclusive of benefits
Location: Head Office- Pretoria (Ref No: SAS HO 31/03/24-03)
Duration: Permanent

Requirements: Candidates should hold an undergraduate qualification (NQF Level 7) in the relevant field as recognized by SAQA. Candidates should hold an undergraduate qualification (NQF Level 7) as recognized by SAQA; Certificate for entry into the SMS (Senior Management Service) endorsed by the National School of Government; Computer literacy and a valid driver's license are essential.

Experience: 5 years' experience at a middle/senior management level in the Internal Auditing.

Knowledge and Skills: Functional / Professional Knowledge (subject knowledge)/ Planning & Organizing/ Innovation / Creativity/ Policy Analysis and Development/ Manage Staff/ Project Management/ Manage Finance/ Strategic Thinking and Planning

Duties: The incumbent will manage the process to develop, implement and maintain Internal Audit policies and procedures; Develops a strategy for the efficient and effective completion of special projects through a well-defined scope and fieldwork approach consistent with professional standards; Coordinates the completion of audits in assigned areas with other channel senior management; Develop and manage the audit plans to identify risks and controls for the determination of the audit objectives; Ensure that support services are being provided to the Audit Committee; Formulate, update, and execute on the assigned annual audit plan areas based on an assessment of SASSA's goals and objectives; Provide leadership and management of the Unit; Ensure adherence to Section 57 (Responsibilities of other Officials) of the Public Finance Management Act (PFMA, Chapter 6, Part 3); Recommend / promote efficiency practices in processing, capability user interface and security design; Provide leadership in order to enhance the Unit performance and outputs of the Unit; Manage resources and matters pertaining to staff.

Applications for the above position must be sent to Patrickapplications@sassa.gov.za
enquiries Patrick Seeletse Tel: (012) 400 2188.

Senior Manager: Media Relations
Salary: R1 162 200 - R 1 365 411 p.a. inclusive of benefits
Location: Head Office - Pretoria (Ref No. SAS HO 31/03/24-04)
Duration: Permanent

Requirements: Candidates should hold an undergraduate qualification (NQF Level 7) as recognized by SAQA in relevant field; Certificate for entry into the SMS (Senior Management Service) endorsed by the National School of Government; Computer literacy and a valid driver's license are essential.

Experience: 5 years of experience at a middle/ senior managerial level in the relevant field.

Knowledge and skills: Functional / Professional Knowledge (subject knowledge); Planning & Organizing; Innovation / Creativity; Policy Analysis and Development; Manage Staff; Project Management; Manage Finance; Strategic Thinking and Planning and Events Management.

Duties: The incumbent will manage media liaison within the Agency; Ensure that an integrated media liaison communication strategy is developed and implemented within SASSA; Ensure good and healthy relations ships with media network and journalists; Manage and facilitate social media strategies and communication; Provide a media liaison function to the leadership of SASSA; Provide leadership in order to enhance the Unit performance and outputs of the Unit; Manage resources and matters pertaining to staff.

Applications for the above position must be sent to Patrickapplications@sassa.gov.za
enquiries Patrick Seeletse Tel: (012) 400 2188.

Important notes: 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). 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: All SASSA staff are subjected to compulsory security vetting on appointment. E-mailed applications will be accepted.

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.

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 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 your application been disqualified.

General Enquiries: Ms Pamela Tshetu – Tel (012) 400 2264 or Mr Tlou Moloto - Tel No: (012) 400 2326

Closing date: 15 April 2024

