

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



**INTERNAL ADVERT
FREE STATE REGION**

SASSA is a dynamic organization 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 Grants Administrator: (Level 07) x1

Salary: R 325 101 – R 382 959 pa exclusive of benefits.

Location: Thabong Local Office (Ref No: SAS FS 0854/25)

Minimum Requirements: Candidates should have a Senior Certificate plus an undergraduate qualification (NQF Level 6) as recognised by SAQA in the relevant field coupled with 3 years' experience in Grants Administration, Computer literacy and valid driver's licence are essential.

Duties: The incumbent will conduct verification of grant applications (approval), Oversee the quality of the administration of social grants by Grant Administrators and advise Grant Administrators on policies and process within grants value chain and supervise staff at Local Office level, Check the completeness of documents and supporting documents; Verify applications and means test; Approve or reject applications; Process other grant documentation; Perform other grants value chain functions; Oversee the quality of the administration of social grants and advise on policies and processes within the grants value chain; Manage staff performance and resources; Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3).

Technical Competencies: The candidate should demonstrate sound knowledge and understanding of relevant legislation, policy, procedure, standards and norms in relation to the Social Assistance Grant application process (entire grants value chain).

Employment Equity Targets: 1st Preferred: African Male

2nd Preferred: Indian Male / White Male / African Female

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.

Closing date: 01 August 2025

Applicants interested in applying for these post should email 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 results your application been disqualified.

Thabong Local Office	Applications must be sent to: ApplicationKarabelo@sassa.gov.za	Enquiries: Mr M Choane Tel: 051 410 8477
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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.

