

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



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.

## MPUMALANGA INTERNAL ADVERT

**Team Leader: Grants Administration (Level 08)**

**Salary: R397 116 – R467 790 p.a. exclusive of benefits**

**Location: Nkangala District: Dr JS Moroka Local Office: (REF NO: SAS/MPU/25/18)**

**Minimum Requirements:** Candidates should hold Qualification in the relevant field at NQF Level 6 as recognized by SAQA coupled with 3 years' supervisory experience in Social Security; Computer literacy and a valid driver's license are essential.

**Added advantage:** Understanding of Grants Administration, SASSA's constitutional mandate, relevant policies and legislation in the Public Service will be an added advantage.

**Duties:** Coordination and supervision of various functional areas within the local office; Promote Service Delivery initiatives to improve efficiency; Management of staff at lower levels; implement norms and standards in the grants value chain

**Preference will be given to African Male/ Person with disability, followed by Indians and White Male, respectively as at the time of appointment.**

**Applications should be forwarded to: [ZaneleMbApplications@sassa.gov.za](mailto:ZaneleMbApplications@sassa.gov.za) Enquiries: Ms. Z.R Mbuyisa: 013 285 0632 / Ms. M.T Sibule: 013 285 0639**

**Important notes:** Appointments will be subjected to compulsory pre-employment screening in the form of qualification, ITC, criminal checks. It is our intention to promote representivity in terms of race, gender, and disability through the filling of these 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:** All SASSA staff are subjected to compulsory security vetting on appointment.

**Closing date: 08 August 2025**

Applicants interested in applying for this post should send their applications (CV, fully completed and signed New Z83 only), quoting the 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 sent their application to the correct inbox/email indicated on the position. Applications sent to the incorrect inbox/email will not be considered. Applications should consist of a comprehensive CV (specifying all experience, and duties, specifying the respective dates (MM/YY) per position, Identity number, Race, and Gender as well as indicating references with full contact details. Kindly note that certified copies of qualifications, certificates, 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.

Correspondences will only be limited to 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.



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## MPUMALANGA INTERNAL ADVERT

### 2 x Senior Grants Administrator (Level 07)

**Salary: R325 101 – R382 959 p.a. Exclusive of benefits**

**Location: Bushbuckridge Local Office: (Ref No: SAS/MPU/25/17)**

**Minimum Requirements:** Candidates should have a qualification in the relevant field at NQF Level 6 as recognized by South African Qualification Authority (SAQA) coupled with 3 years' experience in Social Security. Computer literacy and a valid driver's license are essential.

**Duties:** The incumbent will conduct quality assurance and completeness of supporting documents to applications; Verify applications, means test requirements and related declarations ; Approve or reject applications for various grant types; Provide other grants value chain processes in relation to Beneficiary Maintenance, Medical Bookings an Assessments, Customer care services and of-site services; Oversee and supervise the quality of the administration of social grants processes and advise on policies processes within the grants value chain as well as to manage staff performance and resources.

**Preference will be given to African Male followed by White Male/People with disability & followed by Indians/ White Female respectively as at the time of appointment.**

Applications should be forwarded to [RuffyApplications@sassa.gov.za](mailto:RuffyApplications@sassa.gov.za) Enquiries: **Mr. R Mathebula: 013 754 9414/ Mr. T.A Mahlalela: 013 754 9423**

**Important notes:** Appointments will be subjected to compulsory pre-employment screening in the form of qualification, references, criminal check. It is our intention to promote representivity in terms of race, gender, and disability through the filling of these posts 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:** All SASSA staff are subjected to compulsory security vetting on appointment.

**Closing date: 08 August 2025**

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## MPUMALANGA EXTERNAL ADVERT

### 2 x Grant Administrators (Level 05)

**Salary: R228 321 – R268 950 p.a. exclusive of benefits**

**Location: Bushbuckridge Local Office: (REF NO: SAS/MPU/25/16)**

**Minimum Requirements:** Candidates should have a Qualification in the relevant field at NQF Level 6 as recognized by South African Qualifications Authority. Computer literacy is essential

**Added advantage:** A valid driver's license and / or administrative / clerical experience.

**Duties:** The incumbent will provide a grant customer care service; Screen and capture grant applications including beneficiary maintenance functions effectively; Administer medical bookings and assessments; Provide off-site grant applications services to clients as well as scanning and batching of grants files.

**Preference will be given to African Male followed by Whites / African Female and Indian Male respectively as at the time of appointment.**

Applications should be addressed to: Attention Manager: HCM, Postal address: Private Bag X11230, Nelspruit 1200 / Hand delivery: 18 Ferreira Street, Mbombela SASSA House OR Stand No A340 R40 Road, Next to Astron Filling station garage, Bushbuckridge 1280. **Enquiries: Ms. A Ngomane 013 754 9334 / Mr. TA Mahlalela 013 754 9423**

**Important notes:** Appointments will be subjected to compulsory pre-employment screening in the form of qualifications, references, ITC, criminal checks. It is our intention to promote representivity in terms of race, gender, and disability through the filling of these 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:** All SASSA staff are subjected to compulsory security vetting on appointment.

**Closing date: 08 August 2025 @ 16:00 PM**

Applicants interested in applying for this post should send their applications (CV, fully completed and signed New Z83 only), quoting the 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 sent their application to the correct inbox/email indicated on the position. Applications sent to the incorrect inbox/email will not be considered. Applications should consist of a comprehensive CV (specifying all experience, and duties, specifying the respective dates (MM/YY) per position, Identity number, Race, and Gender as well as indicating references with full contact details. Kindly note that certified copies of qualifications, certificates, 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.

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