

*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: Office of the CEO

Salary: R1 226 714 – R 1 492 122 p.a. inclusive of benefits
Location: Head Office Pretoria (Ref No. SAS HO14/09/25-01)
Nature of Position: Permanent

Minimum Requirements: Candidates should hold an undergraduate qualification at NQF Level 7 as recognized by SAQA in Public Administration or Business Administration or Law.

Experience: 5 years' experience at a middle / senior managerial level.

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; Computer literacy and valid driver's license.

Attributes: Ability to work long hours when necessary; loyal; trustworthy and ethical/professional person; management of confidential information

Key Performance Areas: The incumbent will maintain and establish efficient administrative system for coordinating work; Manage, coordinate and oversee Ministerial, Parliamentary and intergovernmental relations; Manage parliamentary support services; Manage and coordinate the secretariat services in the office; Manage resources and matters pertaining to staff

NB: The SMS Pre-entry Certificate will be required prior to appointment.

Applications for the above position must be sent Patrickapplications@sassa.gov.za Enquiries regarding this position, please contact Mr. Patrick Seeletse Tel: (012) 400 2188.

Manager: Contact Centre Management

Salary: R 896 436– R 1 055 958 p.a. inclusive of benefits
Location: Head Office- Pretoria (Ref No: SAS HO14/09/25-02)
Nature of Position: Permanent

Minimum requirements: Candidates should hold an undergraduate qualification at NQF Level 6/7 as recognized by SAQA in one of the following, Communication or Marketing or Public Relations or Call Centre or Data Management; Computer literacy and a valid driver's license are essential.

Experience: 3 years' relevant experience at an assistant managerial level or equivalent in call centre.

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.

Key Performance Areas: The incumbent will manage contact centre operations; Develop and implement operating procedures for call centre management; manage call center KPI's (key performance indicators), Implement help desk strategies; Implement call center norms and standards to improve customer satisfaction; Manage the unit resources

Preference will be given to African Male or Indian Male/ Female or White Male/Female or Person with Disability.

Applications for the above position must be sent Pamapplications@sassa.gov.za Enquiries regarding this position, please contact Ms. Pamela Tshetu Tel: (012) 400 2264

Chief Coordinator: Office of the CEO

Salary: R 896 436– R 1 055 958 p.a. inclusive of benefits plus 10% non-pensionable allowance
Location: Head Office- Pretoria (Ref No: SAS HO14/09/25-03)
Nature of Position: Permanent

Minimum requirements: Candidates should hold an undergraduate qualification NQF Level 6/7 as recognized by SAQA in Office Management or Public Administration or Business Administration.

Experience: 5 years' relevant experience at an Assistant Managerial level.

Knowledge and Skills: Leadership; Planning & Organizing; Quality Organization; Persuasiveness; Specialist Knowledge; Oral Communication; Written Communication; Customer-centric approach; Document management and Protocol; Computer literacy and valid driver's license.

Attributes: Ability to work long hours when necessary; loyal; trustworthy and ethical/professional person; management of confidential information

Key Performance Areas: The incumbent will provide secretarial support services; Provide administrative support services; Coordinate and liaise with branches / regions with regards to protocol on documents; Manage the document flow and filing system and manage the resources in the office of the CEO.

Preference will be given Coloured Male/ Female or Indian Male/Female or White Male/ Female or Person with Disability respectively at the time of appointment.

The application for the above position must be sent to noahapplications@sassa.gov.za Enquires: Mr Lakhikhaya Noah – 012 400 2146.:

Assistant Manager: Labour Relations (Re-advertisement)

Salary: R468 459 – R551 823 p.a. Exclusive of benefits
Location: Regional Office: Mbombela (Ref No: SAS/MPU/25/20)
Nature of Position: Permanent

Minimum Requirements: Candidates should have a relevant Degree / National Diploma (NQF Level 6/7) as recognized by SAQA coupled with 3 - 5 years' experience in the relevant field; driver's license and Computer literacy are essential.

Key Performance Areas: The incumbent will be responsible to assist with the process of Collective Bargaining on a Regional level; Assist with the facilitation of Labour Relations cases in respect of dispute resolution; grievances and disciplinary cases within the Region; Provide Advice on labour relations matters; Assist with the facilitation of labour relations training within the Region; Manage subordinates as well as to ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3).

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

Applications for the above position must be sent thamiapplications@sassa.gov.za Enquiries regarding this position, please contact Mr. T.A Mahlalela: (013 754 9423)

Assistant Manager: Disability Management (Re-advertisement)

Salary: R468 459 – R551 823 p.a. Exclusive of benefits
Location: Regional Office: Mbombela (Ref No: SAS/MPU/25/21)
Nature of Position: Permanent

Minimum Requirements: Candidates should have a relevant Degree / National Diploma (NQF Level 6/7) as recognized by SAQA coupled with 3 - 5 years' experience in the relevant field; driver's license and Computer literacy is essential.

Key Performance Areas: The incumbent will Manage and administer Service Level Agreement with Medical Service Providers; Monitor the implementation of disability management processes within the Region; Training and development; provide advice on social assistance legislation; policies and procedures in relation to disability matters; Manage day-to-day operations within the Unit; Manage subordinates in the unit as well as to ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3).

Preference will be given to African Male / Persons with Disability followed by White Male and Indian Female respectively at the time of appointment.

Applications for the above position must be sent zaneleapplications@sassa.gov.za Enquiries regarding this position, please contact Ms. Z.P Thabethe: (013 754 9337)

NB: All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements. The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

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 Z83 must be fully completed, failure to comply will automatically disqualify the applicant. Applicants must ensure that they send their application to a correct E-mail address. Applications sent to the incorrect E-mail address 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. 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). Candidates will also be subjected to a process of assessments (where required). It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA) prior to the selection process and an evaluation report must be attached. 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. Please note that this are re-advertised posts and candidates who applied before, are welcome to re-apply.

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.

General Enquiries: Ms Pamela Tshetu 0124002264

Closing date: 29 September 2025

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.

N:B Please note that SASSA would never ask candidates to pay for job application or Background screening. All SASSA adverts are published on SASSA website if it not on SASSA website the advertisement is not authentic.

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social development
Department:
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