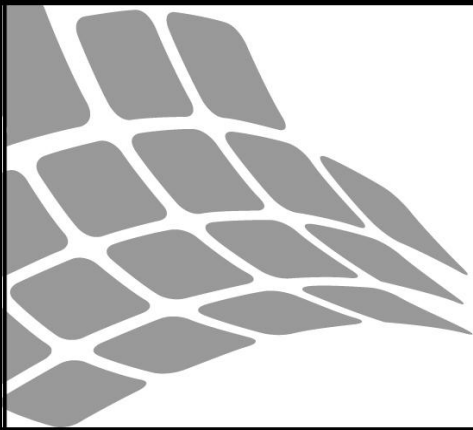




*paying the right social grant, to the right person,
at the right time and place. NJALO!*



EXTERNAL VACANCIES

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.

EXTERNAL ADVERT: MPUMALANGA REGION

2 x Grants Administrators: (Salary Level 05)
Salary: R228 321 – R268 950 p.a. Exclusive of benefits
Location: Bushbuckridge Local Office (Ref No: SAS/MPU/25/27)

Minimum Requirements: Candidates should hold a qualification in the relevant field at (NQF Level 06) as recognized by the South African Qualifications Authority (SAQA) in Public Administration / Business Administration / Economics / Development Studies / Finance / Accounting / Commerce / Social Sciences / Social Security.

Duties: The incumbent will assist by providing grants customer care services; Screen and capture grants applications including beneficiary maintenance functions effectively; Administer medical bookings and assessments; Provide off-site grants application services to clients; Scanning and batching of grants files.

Preference will be given to African Male followed by People with Disabilities and Coloured Male/ Indians and Whites respectively as at the time of appointment.

NB: Only posted and hand delivered applications will be accepted for the above positions.

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 qualifications, 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 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 that all SASSA staff are subjected to compulsory security on appointment.

Closing date: 28 November 2025

Applicants interested in applying for this post should send their applications (**CV**, fully Completed **New Z83** form, Copy of **ID** and **Academic Qualifications**) quoting the relevant reference number and position name as per the advert. 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. Failure to comply with the above requirements may results your application been disqualified.

Bushbuckridge Local Office	Attention: Manager: HCM, Postal Address: Private Bag X11230, Nelspruit, 1200 OR Mbombela SASSA House, No. 18 Ferreira Street, Nelspruit 1200 Hand delivery Stand No A340, R40 Road, Next to Astron Filling station garage, Bushbuckridge 1280.	Enquiries: Ms. A Ngomane / Mr. T.A Mahlalela Tel: 013 754 9334 / 013 754 9423
-----------------------------------	---	--

For hand delivery, applications must be submitted to the office before 16h00.

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.

#SASSACARES

Toll free: 0800 60 10 11
Website: www.sassa.gov.za
Online Application Grants: services.sassa.gov.za
Online Application COVID-19 SRD: srd.sassa.gov.za
Email: GrantEnquiries@sassa.gov.za
WhatsApp: 082 054 0016



social development
Department:
Social Development
REPUBLIC OF SOUTH AFRICA



SASSA News



@OfficialSassanews



sassa10_za



South African
Social Security Agency



SASSA_OFFICIAL



@OfficialSASSA