



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

*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 ADVERTISEMENT

FREE STATE REGION

Grants Administrator: (Level 05) X 1

Salary: R 228 321 – R 268 950 pa exclusive of benefits.

Location: Kroonstad Local Office (Parys), (Ref No: SAS FS 0469/25)

Minimum Requirements: Candidates should have a qualification in the relevant field at (NQF Level 6) as recognised by the South African Qualification Authority (SAQA) and Computer literacy is essential.

Added advantage: A Valid Driver's license and /or Administrative / clerical experience will be an added advantage.

Duties: The incumbent will assist provide a grant customer care service, screen and capture grant applications including beneficiary maintenance functions effectively, Administer medical booking and assessments, Provide off-site grant application services to clients, and scanning and batching of grant files.

Employment Equity Targets: 1st preferred: African Male, 2nd preferred: Coloured Male/White Male/Coloured 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.

Closing date: 07 November 2025

Applicants interested in applying for this post should submit their applications (CV and completed New Z83 form) quoting the relevant reference number and position name as per the advert. Applicants must ensure that they send their applications to the correct office indicated on the position. Applications send to the incorrect office 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 in your application being disqualified.

Kroonstad Local Office	Applications must be hand delivered to: Sasolburg Local Office: 10 N.J Van Der Merwe Crescent, Sasolburg, 1947 Kroonstad Local Office: 28 Reitz Street, Kroonstad, 9500 Frankfort Local Office: 22 Van Reenen Street, Frankfort	Enquiries: Mr S.S Selimeni Tel: 056 216 0329
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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

#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

