

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



**sassa**  
SOUTH AFRICAN SOCIAL SECURITY AGENCY

## 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.**

### KWAZULU NATAL REGION

**Local Office Manager: Ingwavuma**

**Salary: R1 059 105.00 – R1 247 574.00 p.a. inclusive of benefits.**

**Location: Ingwavuma Local Office (Ref No: G57/2025)**

**Minimum Requirements:** Candidates should hold a qualification in the relevant field at NQF Level 6/7 as recognized by South African Qualifications Authority (SAQA); 3 years' experience at Assistant Manager level or equivalent; Computer literacy and a valid driver's license are essential.

**Duties:** The incumbents will be expected to Monitor the provision of effective and efficient social security services within a local office area; Manage the grant administration program in the local office; Manage the grant administration processes at Service Points; Provide advice on social assistant legislation, policies and procedures; Manage administrative support services provided within the local office; Manage and coordinate the operational plan in line with regional and district strategies; Manage the resources in the local office.

**Employment Equity Targets: 1<sup>st</sup> Preferred: African Female**

**2<sup>nd</sup> Preferred: Indian Female and White Male/African Male**

**Administration Clerk: Administrative Support Services**

**Salary: R228 321.00 – R268 950.00 p.a exclusive of benefits.**

**Location: Raisethorpe Local Office (Ref No: S12/2025)**

**Minimum Requirements:** Candidates should hold a senior certificate coupled with 0-1 year working experience. Computer literacy and a valid driver's license are essential (successful candidate will be expected to drive).

**Duties:** The incumbent will be responsible for keeping log book of pool vehicles and ensure maintenance of thereof; keep appropriate registers updated; keep register of assets and do regular follow ups to update the register; check for completeness of leave forms and HR documents; have a filing system in place aligned to the master file plan of SASSA; opening and closing of files; represent the Local Office in various meetings, forums, committees; assist with the arrangement of meetings and special events or awareness campaigns; obtaining quotation if not available; write motivation and attach Comparative Schedule; send through for approval to District/Regional Office for approval; ordering of items; receipts, check and book items in accordance to the delivery note; arrange for payment of invoice. Ensure adherence to Section 57 of the Public Finance Management Act (PFMA, Chapter 6, Part 3).

**Employment Equity Targets: 1<sup>st</sup> Preferred: Indian Male**

**2<sup>nd</sup> Preferred: Indian Female and White Male/African Female**

**Grants Administrator X5 posts**

**Salary: R228 321.00 – R268 950.00 p.a exclusive of benefits.**

**Location: Port Shepstone Local Office X2 (Ref No: G58/2025)**

**Location: Inanda Local Office (Ref No: G59/2025)**

**Location: Mandeni Local Office (Ref No: G60/2025)**

**Minimum Requirements:** Candidates should hold Senior Certificate (NQF Level 4) plus a relevant National Diploma/ Degree (NQF Level 6) / Degree (NQF Level 7). Computer literacy is essential.

**#SASSACARES**

**Toll free: 0800 60 10 11**

**Website: www.sassa.gov.za**

**Online Application Grants: services.sassa.gov.za**

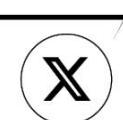
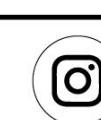
**Online Application COVID-19 SRD: srd.sassa.gov.za**

**Email:GrantEnquiries@sassa.gov.za**

**WhatsApp: 082 054 0016**



**A NATION THAT WORKS FOR ALL**



**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 application services to clients; Scanning and batching of grants files.

**Employment Equity Targets:** **1<sup>st</sup> Preferred: African Female**

**2<sup>nd</sup> Preferred: Indian Male and Indian Female**

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**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: 07 November 2025**

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Applicants interested in applying for this 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 send 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 result in your application being disqualified.

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| <b>Ingwavuma Local Office</b>                               | Applications must be sent to: <a href="mailto:PHNKZNAplications@sassa.gov.za">PHNKZNAplications@sassa.gov.za</a>      | <b>Enquiries: Mr JS Phoseka</b><br><b>033 846 3456</b> |
| <b>Raisethorpe Local Office</b>                             | Applications must be sent to: <a href="mailto:Pskznapplications@sassa.gov.za">Pskznapplications@sassa.gov.za</a>      | <b>Enquiries: Mr JS Phoseka</b><br><b>033 846 3456</b> |
| <b>Grants Administrator: Port Shepstone Local Office X2</b> | Applications must be sent to: <a href="mailto:STAK2NApplication@sassa.gov.za">STAK2NApplication@sassa.gov.za</a>      | <b>Enquiries: Mr JS Phoseka</b><br><b>033 846 3456</b> |
| <b>Grants Administrator: Inanda Local Office</b>            | Applications must be sent to: <a href="mailto:NMPKZNAplication@sassa.gov.za">NMPKZNAplication@sassa.gov.za</a>        | <b>Enquiries: Mr JS Phoseka</b><br><b>033 846 3456</b> |
| <b>Grants Administrator: Mandeni Local Office</b>           | Applications must be sent to:<br><a href="mailto:SSMKZNAPPLICATIONS@SASSA.GOV.ZA">SSMKZNAPPLICATIONS@SASSA.GOV.ZA</a> | <b>Enquiries: Mr JS Phoseka</b><br><b>033 846 3456</b> |

**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](http://www.sassa.gov.za) or toll free: 0800 60 10 11.**