



*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.*

### EXTERNAL ADVERT: NORTHERN CAPE

#### Grants Administrator: Grants Administration X2 - Salary level 05

**Salary:** R 228 321– R 268 950p.a. exclusive of benefits

**Location:** Namakwa District – Port Nolloth Local Office (Ref No.: SAS 25/09/06)

**Location:** ZF Mgcawu District – Kakamas Local Office (Ref No.: SAS 25/09/07)

**Minimum Requirements:** Candidates should have a Senior Certificate plus an undergraduate qualification (NQF Level 6) as recognized by SAQA in the relevant field, 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 in administration of Social Grants at Local Office level; Effectively screen all grant applications; Capture applications on the system; Provide customer care; Provide off-site grants application processes; Process other grant documentation / perform other grants administration functions; Conduct quality control on grant applications and Ensure adherence to Section 57 of Public Finance Management Act (PFMA, Chapter 6, Part 3).

**Preference for the above positions will be given to:**

**Port Nolloth Local Office - African Male followed by Coloured Male followed by White Male followed by Indian Male respectively as at the time of appointment.**

**Kakamas Local Office - African Female followed by African Male respectively as at the time of appointment.**

**NB: Only Postal and Hand delivery applications will be accepted for the above positions.**

To view the detailed advert which contains the requirements of the post, compliance and application process, please visit us at [www.sassa.gov.za](http://www.sassa.gov.za) or toll free: 0800 60 10 11

**Important notes:** Appointment will be subject to a compulsory pre-employment screening in the form of qualification, references, ITC, and criminal checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) prior to the selection process. The Agency is under no obligation to fill a post after the advertisement thereof. Please note: All SASSA staff are subject to compulsory Security Vetting on appointment. No faxed applications will be accepted.

**Closing date: 17 October 2025**

Applicants interested in applying for the post should send their applications (CV and New Z83) quoting the relevant reference number and position name as per the advert. Applicants must ensure that they send their applications to a correct address indicated on the position. Applications should consist of a comprehensive CV (specifying qualifications - institution obtained from, 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.

<b>Namakwa District post:</b>	<b>Attention:</b> Human Capital Management, Private Bag X21, Springbok, 8240 Or  <b>Hand delivery:</b> 8 Hospital Street, Springbok	<b>Enquiries:</b> Mr Godson Mdlalana <b>Tel:</b> (027) 285 0005
<b>ZF Mgcawu District post:</b>	<b>Attention:</b> Human Capital Management, Private Bag X5911, Upington, 8800 Or  <b>Hand delivery:</b> 46 Schroder Street, Upington.	<b>Enquiries:</b> Ms Tshgegofatso Molebalwa <b>Tel:</b> (054) 337 0413

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

**Correspondence will only be conducted with the short-listed 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.**

**Failure to comply with the above will automatically disqualify candidates.**

**#SASSACARES**

**Toll free:** 0800 60 10 11

**Website:** [www.sassa.gov.za](http://www.sassa.gov.za)

**Online Application Grants:** [services.sassa.gov.za](http://services.sassa.gov.za)

**Online Application COVID-19 SRD:** [srd.sassa.gov.za](http://srd.sassa.gov.za)

**Email:** [GrantEnquiries@sassa.gov.za](mailto:GrantEnquiries@sassa.gov.za)

**WhatsApp:** 082 054 0016



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