

*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.

## LIMPOPO REGION EXTERNAL ADVERT

### 08 X Grants Administrator (Level 5)

**Salary:** R228 321.00 – R268 950.00 exclusive of benefits

**Location:** Vhembe District: Thulamela Local Office (Ref No. SAS 03/08/2025) and Mutale Local Office (Ref No. SAS 04/08/2025). Sekhukhune District: Moutse Local Office (Ref No. SAS 05/08/2025) Greater Tubatse Local Office (Ref No. SAS 06/08/2025). Capricorn District: Lepelle-Nkumpi Local Office x2 (Ref No. SAS 07/06/2025), Polokwane Local Office (Ref NO. SAS 06/06/2025) re-advert. Mopani District: Greater Tzaneen Local Office (Ref No. SAS 8/06/2025).

**Minimum Requirements:** Candidates should have a qualification in the relevant field at NQF level 6 as recognized by the South Africa 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:** 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 service to clients; Scanning and batching of grants files.

**The Agency is an equal opportunity employer. Therefore, Preference will be given to the following EE Targets as at the time of appointment:**

Thulamela Local Office: African Male

Mutale Local Office: African Male

Moutse Local Office: African Male

Greater Tubatse Local office: African Male

Lepelle-Nkumpi Local Office: African Male

Polokwane Local Office: Coloured, Indian, white and people with disabilities

Greater Tzaneen Local Office: African Male

**Important notes:** All these positions are advertised with the minimum requirements. Appointments will be subject to compulsory pre-employment screening in the form of qualification, reference, ITC, and criminal checks, and compulsory competency assessment (where applicable). It is our intention to promote representivity in terms of race, gender, and disability through the filling of these positions, and candidates whose appointment will promote representivity will receive preference. It is the applicant's responsibility to have foreign qualifications evaluated by the 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: All SASSA staff are subjected to compulsory security vetting on appointments. **Hand Delivered to below Address. Closing Date: 12 September 2025, Time: 16H00 hand delivery only.**

<b>Vhembe District</b>	Attention: Manager Admin Support Mr Nkuna YA Hand delivered: SASSA HOUSE, Thohoyandou P East Location, Corner Muvhuyu & Mathomo Street (Next to P East Soccer Ground)	<b>Enquiry: Ms. Sikhwari T</b> <b>Tel: 015 960 3271</b>
<b>Capricorn District</b>	Attention: Manager Admin Support Mr. Sebatloang MJ Hand delivered, 22 Schoeman Street, Polokwane	<b>Enquiry: Ms. Mashego ME</b> <b>Tel: 015 284 6169/30</b>
<b>Sekhukhune District</b>	Attention: Manager Admin Support Mr Maleka CJ hand deliver SASSA Building next to Jane Furse Hospital	<b>Enquiry: Mr Modima MC</b> <b>Tel: 013 265 6054/65/69</b>
<b>Mopani District</b>	Attention: Manager Admin Support Mr Senyolo TJ Hand delivered to: 100 Corner Third and Hospital Street SASSA Building, Tzaneen	<b>Enquiry: Mr Mhaleni R</b> <b>Tel: 015 306 9499</b>

Applicants interested in applying for these posts should send their applications (**Comprehensive CV, fully completed and signed new Z83, and Highest relevant qualification certificate only quoting the relevant reference number and position name as per the advert**). Kindly note that other copies of qualifications should be submitted upon request and can be submitted by shortlisted candidates.

**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.**

**Visit us at [www.sassa.gov.za](http://www.sassa.gov.za) or toll-free: 0800 60 10 11**

