



nampost®

**Vision: A modern, Vibrant, Customer Centric Company  
that delivers value for its stakeholders**

## **Vacancy – Cash Grants Clerk**

**Department:** Retail Channel

**Location:** Office-Based (Nationwide Deployment)

**Term:** Fixed-Term

### **Primary purpose of position**

To facilitate the efficient, accurate, and secure payout of social grants—including pension, child support, and basic income grants—to eligible beneficiaries at branch level.

### **Main Responsibilities**

- Process social grant payments to the social grant designated groups
- Provide beneficiary support and manage queues during payouts.
- Match payment requests with proper documentation.
- Ensure timely and accurate distribution of payments according to established time frame.
- Reconcile payment batches and resolve discrepancies or issues as they arise.
- Maintain accurate records of all disbursements and update point of sales systems accordingly.
- Respond to internal and external inquiries regarding payment status or issues.
- Assist with day and month-end closing activities.
- Ensure compliance with internal controls, financial policies, and audit requirements.
- Assist in generating payment reports and supporting documentation for audits and internal review.

### **Educational and experience requirements**

- National Diploma: Finance or equivalent qualification on NQF 6 and Grade 12 certificate with a minimum 20 points in 5 subjects with an “E” symbol in English
- One-year work experience in the similar environment
- Technical aptitude with electronic devices and biometric equipment preferred.
- Proficiency in Microsoft Office Suites (excel, word. Etc)

## Skills and Knowledge requirements

- **Technical Aptitude** - Comfortable handling equipment (biometric devices, etc.).
- **Teamwork** - Collaborate well with other team members during mobile payouts.
- **Adaptability** - Work under changing weather and terrain conditions in rural locations.
- **Time Management** - Arrive punctually and ensure setups are done within schedule.
- **Local Language Proficiency** - Ability to communicate effectively with beneficiaries in their home language.

## Others

- Valid Driver's license
- Police Clearance
- Willingness to undergo Polygraph test

## Closing Date: 4 September 2025

Candidates who comply with the above criteria and competency areas should submit the following documents:

- Curriculum Vitae (CV)
- Certified copies of ID and qualifications

***Note: NamPost is an Equal Opportunity Employer and operates in line with affirmative action guidelines.***