

Job Specification & Recruiting Profile of Vacancy

10 December 2019

The following vacancy exists at NSFAS in Cape Town.

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|-------------------|---------------------------------|------------------------------|----------------------|
| Position | Lead TVET Institutional Support | Type & Grade | Permanent (Grade 13) |
| Vacancy No | 127 of 2019/20 | Department & Unit | Operations |

POSITION OVERVIEW:

The oversight, management and operation of the TVET-allocated funds administered by NSFAS has never enjoyed a dedicated team to focus and support. The purpose of this role is to oversee and provide support to institutions on NSFAS products and services. The role will play interface between NSFAS and institutions by aligning processes and procedures and influencing NSFAS systems to responds to the funding requirements of the TVET sector. The incumbent will provide Institutional Support, designing and implementing the necessary processes and systems, as well as designing and implementation of any required governance, risk management and control.

RESPONSIBILITIES:

TVET Operations Oversight and Strategy

- Assist the GM: TVET Operations to bed down newly appointed TVET team and integrate with the rest of NSFAS
- Assist the GM: TVET Operations to develop and maintain the TVET strategy and ensure the institutions understand this strategy.
- Assist the GM: TVET Operations to manage the TVET allocated budget, institutions understand their role in aligning to the budgetary requirements for funding.
- Develop a monitoring tool that will assess the implementation of the bursary scheme in the TVET sector.

TVET Operational Support

- Manage and drive the development, implementation and maintenance of TVET processes that will respond to the policy dynamics and TVET landscape
- Ensure Processes should be designed and implemented end to end, catering for particular TVET sector needs and requirements
- Oversee the institutional disbursement process where NSFAS does not pay on behalf of institutions.
- Provide input into the strengthening of the supporting systems that enable the TVET processes (taking account of the academic cycles), including the institutional role in the data integration between NSFAS and TVET institutions, working closely with other internal stakeholders such as ICT.
- Ensure that all governance, risk and compliance are embedded, met and achieved, ensuring a sound control environment at all times
- Ensure institutions are complying with the bursary schedule and funded student's registration records are submitted and processed.
- Ensure that fail over processes are effective and documented with clear roles and responsibilities assigned, including and processes to deal with deviations and exceptions
- Own all allocated TVET processes, and ensure that all process documentation accurately reflect actual process in production

Talent Management

- Ensure that all staff members in the unit, including self, have agreed and signed individual performance scorecards and development plans
 - Ensure that all staff members in the unit remain abreast with technical professional development matters
 - Ensure that the staff members in the unit remain abreast with organizational changes
 - Instil a culture of discipline and accountability, together with a service delivery focus
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Accountability and Reporting

- Report on all unit activity at agreed intervals
- Generate reports for all oversight and management reporting proactively

Managing Stakeholders

- Build relationships with the TVET community and ensure seamless, current, clear and concise communication
- Enable and facilitate relationship building in the sector and between NSFAS and the TVET community
- Develop a stakeholder engagement plan for the TVET college sector
- Develop capacity and participate in support programmes for the TVET sector
- Oversee and guide the regional servicing TVET support function
- Develop an environmental scanning mechanism/ process for the TVET sector

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- An appropriate Bachelors qualification in any of the following fields:
 - Finance
 - Business administration
 - Education
 - Or similar
- Minimum of 12 years of experience, or which at least 7 must have been in a management role
- Proven experience in leading and directing teams
- Demonstrated experience with operational processes that involve payments or disbursements of funds
- Experience in overseeing the design, implementation and maintenance of business processes with embedded governance and control
- Has experience in providing input into to system design and implementation projects
- Has experience in proactively managing operational risk effectively
- Demonstrated experience in reporting to executives and boards on governance, risk and control matters
- Knowledge of Public Financial Management Act.

Beneficial skills and experience:

- Knowledge of NSFAS Act.
- Experience in both the financial service and government sectors
- Exposure to the higher education sector

Core Competencies:

- Analytical thinking and ability to probe down to level of detail
 - High ability to collaborate with others in order to effect change
 - Instil and models a disciplined work ethic and accountability
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- Are values driven
 - Highly competent in both written and verbal communication skills
 - Able to manage the unit and all resources
 - Ability to maintain a sense of resilience when faced with challenge
 - Ability to work at a fast pace and remain abreast in times of high change
 - Ability to manage teams in order to achieve and maintain high performance
 - Remaining technically abreast with professional development matters
 - Ability to manage external resources and oversee any additional contracts

Computer skills required:

- MS Word – Intermediate
- MS Excel – Intermediate
- MS Power Point – Intermediate
- MS Outlook – Intermediate

REMUNERATION & BENEFITS

Remuneration Package:

R 1 033 205 – R 1 217 082

Total Cost to Company per annum inclusive of all benefits and company contributions.

PLEASE NOTE

Closing date: 24 December 2019

Interested applicants should send detailed Curriculum Vitae, copies of academic qualifications and names of three contactable referees to Ms. Fayroes Sherry via email jobs@nsfas.org.za. NSFAS do not consider late applications. Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize themselves with the respective closing dates. NSFAS only corresponds with Shortlisted Candidates. If you do not hear from NSFAS within 2 months of the closing date, please consider your application unsuccessful.

**** NSFAS committed to employment equity. Preference will be given to candidates who improve employment equity considerations ****

“NSFAS is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the organisation through filling of this position and candidates whose appointment will promote representivity will receive preference. “

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