

Job Specification & Recruiting Profile of Vacancy

10 December 2019

The following vacancy exists at NSFAS in Cape Town.

Position	Specialist TVETS: Reconciliations, Payment and Exceptions	Type & Grade	Permanent (Grade 11)
Vacancy No	126 of 2019/20	Department & Unit	Operations

POSITION OVERVIEW:

This role is responsible for the oversight and quality control the disbursements of TVET colleges. Perform reconciliations of payments made to students and lead the process of ensuring colleges received feedback reports on payments and remittances. Manage the direct disbursement of allowances where NSFAS is paying on behalf of the institution and compliance to funding policy requirements regarding payment of allowances. Provide analytical reports on the utilisation of funds including analysis of claims submitted against payment.

RESPONSIBILITIES:

Implement the compliance process for complying to the policy requirements of the Department

- Develop a process and system to monitor 80 Percent attendance policy
- Oversee the process of adjustments of payments between NSFAS and College

Perform monthly reconciliation and institutional reports after each payment run

- Develop monthly Reconciliation institutional reports
- Inputs to the end year reporting process for each institution
- Produce a utilisation report that will track expenditure trends

Implement risk controls and proper governance around TVET payments

- Develop a risk register regarding TVET payments and implement sound internal controls
- Advice regarding improvements on payments

Resolve any exceptions between registration claims, disbursement and payments

- Analyse reports on exceptions between registration claims and payments.
- Implement processes to resolve these payment anomalies.

Manage the process where NSFAS directly disburses to students

- Develop process for integration of the NSFAS disbursement into students' bank accounts.
- Develop a transitional support programme for institutions.
- Monitor the payments and reconciliations of payments made.

Develop utilisation reports and monitor the expenditure trends of the bursary budget

- Provide monthly utilisation reports and expenditure trends
 - Monitor the budget and develop projections for student payments
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Analyse the spending trends in the sector to inform policy direction regarding bursary allocations

- Have analytical reports on budget utilisation that will inform future policy direction around the quantum of allowances required

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- An appropriate Bachelor's degree in Accounting or equivalent qualification
- A minimum of 5 years proven experience in accounting, reconciliations and working with large datasets
- At least 3 years management experience is required, which should include experience in dealing with budgets, business planning, staff development and staff management
- Understanding of the TVET Sector

Beneficial skills and experience:

- Comfortable with ICT systems and controls
- Experience in PFMA
- Funding norms for TVET Colleges
- Knowledge of NSFAS Act.
- Experience in both the financial service and government sectors
- Exposure to the higher education sector

Core Competencies:

- Ability to work independently and in a team
 - Ability to work under pressure and display initiative
 - Building interpersonal relationships
 - Decision making and problem solving
 - Excellent interpersonal skills
 - Excellent organisational and planning skills
 - Analytical thinking and ability to probe down to level of detail
 - Maintaining objectivity and professional scepticism
 - Highly competent in both written and verbal communication skills
 - 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
 - Remaining technically abreast with professional development matters
 - Ability to manage external resources and oversee any additional co-sourced contracts
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Computer skills required:

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

REMUNERATION & BENEFITS

Remuneration Package:

R 731 862 to R 862 105 per annum

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. Nokulunga Mtse 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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