

Job Specification & Recruiting Profile of Vacancy

24 July 2019

The following vacancy exists at NSFAS in Cape Town.

Position	Organisational Effectiveness Specialist	Type & Grade	11
Vacancy No	97 of 2019/20	Department & Unit	Human Resources

POSITION OVERVIEW:

Reporting to the Senior Manager: Organisational Development the purpose of the job is to support and enable the organisation to achieve its objectives by facilitating and enabling continuous organisational improvement via structured Organisational Effectiveness interventions.

RESPONSIBILITIES:

1. Organisational Enablement

- a) Draft and conduct organisational, departmental and service unit diagnostics
- b) Draft and conduct organisational, departmental and service unit improvement programmes
- c) Support line managers in managing and sustaining improvement programmes
- d) Assess and track impact of improvement interventions
- e) Support L&D and Talent and Performance Management in identifying and remediating challenges that require intervention

2. Organisational Effectiveness

- a) Design programmes to improve organisational effectiveness, including, amongst others:
 - Leadership
 - Communications

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- Customer Service
 - Service Delivery
 - Productivity
 - Organisational Performance
 - Continuous Improvement
 - Values driven behaviors
 - Quality
 - Fit for purpose recruitment
 - Technological innovation
 - Organisational agility
 - Stakeholder Engagement

3. Psycho-metric Assessments

- a) Identify appropriate psychometric batteries
- b) Support Recruitment in identifying appropriate psychometric tools
- c) Draft psycho-metric reports (including recommendations)
- d) Source external service providers to conduct psycho-metric assessment
- e) Provide psychometric feedback to relevant employees
- f) Conduct appropriate psychometric assessments when required

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- Honours degree in Human Resources or Industrial/Organisational Psychology.
- Eligible to register with a recognised Professional Body.
- At least 8 years' experience in Human Resources including 4 years' specialising in Organisational Effectiveness.
- Organisational effectiveness experience in the private sector, Education or government.

Preferred:

- Industrial Psychologist
- Eight years' Organisational Effectiveness experience in the private sector, Higher Education and government.

Skills & competencies

- Lateral thinking
 - Customer focus
 - Understanding of business processes
 - Results orientation
 - Change leadership
 - 360 degree influencing abilities
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- Interpersonal and communications skills
 - Report writing
 - Emotional Intelligence
 - Build interpersonal relationships
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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: 7 August 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 ****

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