

## Job Specification & Recruiting Profile of Vacancy

**10 December 2019**

The following vacancy exists at NSFAS in Cape Town.

|                   |                           |                              |                      |
|-------------------|---------------------------|------------------------------|----------------------|
| <b>Position</b>   | Specialist: Data Analysis | <b>Type &amp; Grade</b>      | Permanent (Grade 11) |
| <b>Vacancy No</b> | 123 of 2019/20            | <b>Department &amp; Unit</b> | Operations           |

### POSITION OVERVIEW:

Responsible for the development of the standard operating procedures and quality assurance practices for handing TVET data. Manage the data exchange process and support requirements between NSFAS, DHET and TVET Colleges. The ideal candidate is experienced in the NSFAS data processes including the colleges data requirements. The role includes developing the minimum data specification requirements and controls as guided by the TVET funding rules. They must be self-directed and comfortable supporting the data needs of multiple teams, systems and products.

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## **RESPONSIBILITIES:**

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- Develop the minimum rules required for acceptable data exchange between TVET Colleges and DHET
  - Develop a process and implement data exchange requirements with institutions and provide support
  - Manage the quality assurance process for NSFAS funding
  - Participate in the data capacity development process for TVET colleges and explore possible opportunities to optimise the data exchange process
  - Define the analytics tool requirements that will respond to the TVET sector reporting needs
  - Work with stakeholders in the IT environment to improve the data anomalies or exceptions that occur and contribute to system improvements that will respond to the TVET unique academic cycles
  - Collaborate with DHET regarding the utilisation of the exams and enrolment data that will respond to the NSFAS systems
  - Work with data and analytics experts to strive for greater functionality in our data systems
  - Strong aptitude for learning new technologies related to Data Management and Data Science
  - Proven ability to work well independently and within a fast-paced, collaborative environment
  - Put in place the necessary systems and controls to review poor data quality
  - Ensure that all governance, risk and compliance are embedded, met and achieved, ensuring a sound control environment at all times
  - Work with the GM: TVET to manage the grant funding for TVETs, ensuring that all required quality assurance and reporting is generated on a timely basis for management and oversight reporting
  - Monitor the funding process for TVETs and ensure resolutions of exceptions
  - Monitor the data validations and business rules applied to TVET sector data Knowledge of Public Financial Management Act.
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## **DESIRED SKILLS AND EXPERIENCE**

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### **Minimum requirements:**

- An appropriate Bachelor's degree in Information Systems, Finance or related
- Minimum of 5 years appropriate experience in database and computer programming related experience
- At least 3 years management experience is required which should include experience in dealing with budgets, business planning, staff development and staff management
- Advanced working SQL knowledge and experience working with relational databases, query authoring (SQL) as well as working familiarity with a variety of databases.

### **Knowledge and Skills**

- Experience performing root cause analysis on internal and external data and processes to answer specific business questions and identify opportunities for improvement
- Strong analytic skills related to working with unstructured datasets
- Build processes supporting data transformation, data structures, metadata, dependency and workload management
- A successful history of manipulating, processing and extracting value from large disconnected datasets.
- Strong project management and organizational skills
- Experience supporting and working with cross-functional teams in a dynamic environment.
- Experience with relational SQL
- Extensive related project experience

### **Beneficial skills and experience:**

- Knowledge of NSFAS Act.
- Experience in both institutional support and government sectors
- Exposure to the higher education sector
- Knowledge of the TVET sector funding

### **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
  - Are values driven
  - Highly competent in both written and verbal communication skills
  - Able to manage others
  - Ability to maintain a sense of resilience when faced with challenge
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- 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

**Computer skills required:**

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

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**REMUNERATION & BENEFITS**

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**Remuneration Package:**

R 731 862 to R 862 105 per annum

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

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**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](mailto: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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