

Job Specification & Recruiting Profile of Vacancy

10 December 2019

The following vacancy exists at NSFAS in Cape Town.

Position	Specialist: Institutional Support	Type & Grade	Permanent (Grade 11)
Vacancy No	125 of 2019/20	Department & Unit	Operations

POSITION OVERVIEW:

The purpose of this role is to develop programmes that will support institutions to understand the NSFAS bursary processes. The incumbent will have to develop a stakeholder plan which is aligned to the NSFAS framework for engaging with institutions. The person will have to manage the communication and support provision to TVET colleges. In addition, the role will include the development of an environmental scanning system that will give NSFAS a view of institutional satisfaction on NSFAS products.

RESPONSIBILITIES:

Institutional Support

- Manage and drive the development, implementation and maintenance of TVET processes that will respond to the policy dynamics and TVET landscape
- Develop a monthly dashboard report that will provide progress to the institutions on all processed TVET funding and payment decisions
- Develop capacity and participate in support programmes for the TVET sector
- Develop content of the capacity development programme based on gaps identified
- Coordinate the NSFAS input to the Bursary Rules and Guidelines

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
- Manage and guide the regional servicing TVET support function
- Develop an environmental scanning mechanism/ process for the TVET sector
- Develop a NSFAS calendar that will be aligned to the TVET academic cycles
- Facilitate internal stakeholder alignment sessions to the TVET operations and developments

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 TVET external stakeholder 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

Accountability and Reporting

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

Minimum requirements:

- An appropriate Bachelor's degree or equivalent qualification
- Minimum of 5 years appropriate experience in relevant stakeholder relationship management
- At least 3 years management experience is required which should include experience in dealing with budgets, business planning, staff development and staff management
- Understanding the principles underpinning stakeholder engagement
- Has experience in proactively managing operational risk effectively
- Knowledge of Public Financial Management Act.
- Knowledge of the Continuing Education and Training Act

Beneficial skills and experience:

- Knowledge of NSFAS Act.
- Experience in both institutional support 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
- 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

Computer skills required:

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