



National Student Financial Aid Scheme

## Job Specification & Recruiting Profile of Vacancy

31 March 2020

The following vacancy exists at NSFAS in Cape Town.

<b>Position</b>	Research Assistant (Post-Doctoral level)	<b>Type &amp; Grade</b>	Grade 9  (Twelve months fixed term contract)
<b>Vacancy No</b>	144 of 2019/20	<b>Department &amp; Unit</b>	Policy and Research

### POSITION OVERVIEW:

NSFAS seeks to appoint one Doctoral Graduate with strong database management and quantitative analysis skills. The successful incumbents will report to the Senior Manager: Policy and Research and will work with the current research team to establish a research data base, develop academic papers, policy briefing papers and related outputs designed to strengthen evidence-based decision-making within NSFAS itself and to contribute more widely to policy debate and formation. Collaboration with external partners, available networks and international colleagues will aim to build this expertise in South Africa and the continent.

The current priority research areas for NSFAS are:

- Appropriate indicators to measure the impact and effectiveness of student funding
- Understanding the factors impacting on NSFAS-funded students with disabilities
- Measuring student well-being and understanding its impact on academic performance and student experience.

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- Academic progression.
  - Financial eligibility thresholds and limits.
  - Broadening understanding of the performance of NSFAS funded students.

Research experience in any of these areas will be considered advantageous.

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### **RESPONSIBILITIES:**

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The successful incumbent will be required to participate in all aspects of the research process as they work with staff on research projects related to student funding. Among other duties they will participate in the following activities under supervision:

- Conceptualise and implement research projects.
- Collection and analysis of data.
- Write peer reviewed research manuscripts that are published in accredited peer reviewed journals.
- Write research results including workshops and conferences presentations as well as high quality research reports and/or working papers and research briefs
- Develop own personal academic competencies through formal and informal training activities.
- Assist in capacity development of junior colleagues in the unit
- Assist with administrative matters in the research environment.

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### **DESIRED SKILLS AND EXPERIENCE**

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#### **Minimum requirements:**

- Applicants must be in possession of a PhD degree (or equivalent qualification)
  - Have an understanding and experience in conducting research within the post-school education and training system in South Africa and understanding of the International Context
  - Have an interest in one or more of the priority research areas of NSFAS
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- Experience in and understanding of quantitative and qualitative research approaches in post-schooling will be a strong recommendation
  - Proficiency in, or working experience with, some or all of the following programmes: MS Excel, MS Word, SPSS, STATA, Nvivo, AtlasTI
  - Strong written and oral communication skills (having published or be about to publish from their PhD will be an advantage)
  - Ability to work independently and in a team environment
  - Experience in Public Sector and PFMA
  - Knowledge of working with annual financial statements or management accounts
  - Comprehensive monthly reporting experience

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## REMUNERATION & BENEFITS

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### **Remuneration Package:**

R515 939 to R 623 242 per annum

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

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## PLEASE NOTE

### **Closing date: 15 April 2020.**

Interested applicants should send detailed Curriculum Vitae, copies of academic qualifications and names of three contactable referees, a letter of motivation indicating the position applied for and your suitability for the position, a one page outline of your PhD thesis or proposed academic papers from your PhD thesis as well as an example of recent academic work (not exceeding 8000 words) 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 \*\*

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