



National Student Financial Aid Scheme

## Job Specification & Recruiting Profile of Vacancy

4 May 2020

The following vacancy exists at NSFAS in Cape Town.

<b>Position</b>	General Manager: Data and Analytics	<b>Type &amp; Grade</b>	Permanent, Grade 14
<b>Vacancy No</b>	5 of 2020/21	<b>Department &amp; Unit</b>	ICT Department

### POSITION OVERVIEW:

The purpose of the role is to provide support to the ICT Department by monitoring and analysing master data, key data, and master relationship data within the organisation. The role is secondly responsible to ensure master data integrity in key systems. The job is lastly responsible to maintain the master data processes to support the data quality.

### RESPONSIBILITIES:

#### Provide sound master data management

- Design and maintain MDM governance structure, policies and processes
- Develop and implement master data strategy
- Develop, maintain and implement controls over MDM

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- Execute all regular transaction processes necessary to maintain operations records and databases
  - Perform extracting importing and exporting of data in various database applications.
  - Assist in implementation, testing, and validating of data in software systems.
  - Perform data analysis of key problem areas to assist in root cause analysis
  - Audit data on a regular basis to ensure data integrity and quality.
  - Assist with on-going data architecture processes and governance.

### **Provide and timely technical support**

- Research and collect data to assist with product development and analysis
- Train business as necessary on data operational activities
- Perform data reconciliations to identify data anomalies.
- Assist in preparation of data reports, training materials, business presentations, publications, marketing collaterals, and other educational materials
- Assist in maintenance, back up and security of business data.
- Manage timeous and accurate review, approval and maintenance of master tables (e.g. vendor and customer master data tables, chart of accounts, etc.) across company
- Develop and advise on master data fields to enhance business analytics and measure strategic measures across the organisation.
- Participate in projects to address data requirements or manage data projects within the organisation.
- Serve as technical expert on assigned area's applications, including code interfaces and data flows
- Assist with identifying internal control weaknesses and develop and implement improvement opportunities.

### **Provide sound stakeholder engagement**

- Liaise with relevant stakeholders to gather, manage, model and document the detailed data requirements for SAP.
- Lead discussions with development and business teams regarding design of business processes and associated changes/ improvements
- Collaborate with data stewards, data owners and stakeholders to establish the data requirements for master data.
- Co-ordinate with other divisions for interfaces/integrations with Master Data Management (MDM).
- Provide positive and professional guidance, advice and support to staff within NSFAS and across the organisation.

### **Ensure compliance and governance framework**

- Ensure projects are run within NSFAS' governance framework.
- Maintain compliance, consistency, and take corrective action when needed
- Comply with NSFAS ICT policies
- Adhere to SLA criteria

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## **DESIRED SKILLS AND EXPERIENCE**

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### **Minimum requirements:**

- Master's degree in Information Systems, Data Management, Computer Science or related field
  - 10 years' plus experience in data analysis or computer programming
  - 1 to 2 years' experience in data management
  - In-depth knowledge of master data governance, policies and procedures
  - Experience in industry standards, regulations, and guidelines in database warehousing and other relevant systems.
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- Experience in company hardware and software products to make sound financial recommendations
  - Experience in information security practices and available security software packages
  - Experience in domain structures, user authentication, and digital signatures
  - Experience in relational databases
  - Experience in data administration, design, and architecture

### **Competencies & skills required**

- Communication (verbal and written) skills.
- Analytical thinker
- Problem-solving skills
- Deadline driven
- Report writing
- Team player
- Perform under pressure
- Adapt to changing environment
- Planning and execution skills
- Stakeholder Management
- Technical skills

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### **REMUNERATION & BENEFITS**

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#### **Remuneration Package:**

R 1 222 639 to R 1 461 828 per annum

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

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**PLEASE NOTE**

**Closing date: 18 May 2020**

Interested applicants should send detailed Curriculum Vitae, copies of academic qualifications and names of three contactable referees to Ms. Fayroes Sherry 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 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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10 Brodie Road, House Vincent, 2nd Floor, Wynberg, Cape Town, 7700 | Private Bag X1, Plumstead,  
Cape Town, 7800

Tel No.: 0800 067 327 | 021 763 3200 | Email: [jobs@nsfas.org.za](mailto:jobs@nsfas.org.za)

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