



National Student Financial Aid Scheme

Job Specification & Recruiting Profile of Vacancy

25 March 2019

The following vacancy exists at NSFAS in Cape Town.

Position	Senior Project Managers x 3	Type & Grade	Grade 12
Vacancy No	75 of 2019/20	Department & Unit	PMO

POSITION OVERVIEW:

It is expected that the Senior Project Managers will be an individual who is energetic, dynamic, a self-starter and able to keep abreast of current trends in technology to assist NSFAS in meeting its demanding roll out strategy. While active in project lifecycle management, he/she will foster an environment of accountability, excellence, collaboration, continuous improvement and innovation among the staff and demonstrate fiscal responsibility.

RESPONSIBILITIES:

Given the student-centred model implementation with its resultant vibrant, technologically savvy and results-orientated organisational culture, the following Key Performance Areas will be expected:

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- Overall management and end-to-end co-ordination of programmes and/or large-scale enterprise-wide projects within NSFAS, including process improvements initiatives;
 - Compliance project governance, policy and procedure around Project Management Office;
 - Coordination of project stakeholders such as sponsors, partners and working groups engaged in project work;
 - Resolving cross-functional issues at programme level;
 - Working closely with internal and external stakeholders to ensure the programme(s) and projects meet business needs;
 - Budgetary control of all projects assigned;
 - Risk management at programme level;
 - Managing dependencies of projects at programme level;
 - Providing regular status report to the PMO Manager and other governance groups;
 - Take overall responsibility for ensuring that project plans are updated using the Project Management Tools identified and that work is executed according to agreed plans; and
 - Ensure that all project documentation is approved and signed off by respective project sponsors.

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- Bachelor's degree in Business Management, Information Systems, Commerce or Computer Science;
- 8 - 10 years' experience as a project manager or 5 – 7 years' experience as a senior programme/project manager

Beneficial skills and experience:

- Experience in the management of large- scale enterprise-wide projects and/or programmes.
- Knowledge of industry standards and/or methodologies including ITIL, COBIT, etc
- Experience in Agile methodologies like SCRUM will be an added advantage.
- Advanced qualification in Project Management.

Core Competencies:

- Planning and execution of complex and large business projects.
 - Resource planning and cost management.
 - Personal development & self-management.
 - Team development and mentoring.
 - People and performance management.
 - Communication and presentation skills.
 - Customer service (internal and external).
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- Proactive SLA management.
 - Knowledge sharing and transfer.
 - Organising and presenting information.
 - Effective judgment and decision making.
 - Change Management.

REMUNERATION & BENEFITS

Remuneration Package: **R 826 053 – R 973 053 per annum**
Total Cost to Company per annum inclusive of all benefits and company contributions.

Benefits and Conditions: **Compulsory Medical Aid, Pension Fund & Annual Bonus**
Included in the above remuneration is the company contribution to our compulsory pension fund (7.5%), medical aid contributions and an annual bonus.

Closing date: **3 April 2019**

PLEASE NOTE

NSFAS do not consider late applications

Internal NSFAS Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarise themselves with the respective closing dates

Interested applicants should send detailed Curriculum Vitae, copies of academic qualifications and names of three contactable referees to Ms. Thokozile Mnikina via email jobs@nsfas.org.za

“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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