

Job Specification & Recruiting Profile of Vacancy

23 May 2025

The following vacancy exists at NSFAS in Cape Town.

Position	Continuous Verification Senior Specialist	Type & Grade	Permanent, D1
Vacancy No	10 of 2025/26	Department & Unit	Core Business Operations, Continuous Verification

POSITION OVERVIEW:

To manage the funder setup process, including defining process cycle dates, disbursement mapping, allowance caps and annual student migration; whilst providing managerial onsite support for TVET Colleges and Universities in collaboration with the Student Services and Regional Coordination functions, to ensure seamless operations and effective data management.

RESPONSIBILITIES:

Policy, Systems & Procedure Implementation

- Implementing and reinforcing compliance procedures related to the NSFAS financial systems.
- Identifying opportunities and gaps utilizing the knowledge of compliance with legislation, policy

and procedures regarding financial systems.

Core Strategic/Operations Objectives Implementation

- Manage the funder setup process, including defining process cycle dates, disbursement mapping, and allowance caps
- Analyse outstanding academic results and funding lists to ensure accurate data
- Resolve exceptions using SQL and Excel to analyse outstanding migrations
- Identify passed records within N+ and outstanding funding
- Communicate and resolve exceptions
- Compare previous funding to current academic year funding to identify discrepancies
- Review registrations received and generate reports from SQL or Excel
- Pinpoint potential exceptions and communicate resolutions
- Provide oversight on the duplicate registrations process
- Manage the duplicate registration process and responses
- Analyse and apply duplicate registration resolutions, including reversing records paid to incorrect institutions and processing unpaid records
- Handle adjustment exceptions and communicate with stakeholders
- Identify and resolve adjustment exceptions
- Analyse adjustment received for potential budget implications
- Review projection files to confirm correct students and amounts being disbursed and communicate the data to the finance department

- Communicate exclusions with exclusion reasons
- Reconcile paid records
- Report on disbursements paid
- Manage the cancellation process and communicate with stakeholders
- Create a dedicated mailbox for cancellations
- Transfer data to SQL Server to be included in disbursement runs
- Calculate reversals and communicate to the finance department

People Management & Ethical Leadership

- Manages and participation in the recruitment and selection of unit vacancies in line with EE targets.
- Delegates tasks to subordinates for implementation.
- Directs, inspires, coaches and mentor subordinates to deliver quality programmes in line with NSFAS Values.
- Manages and participates in leading the individual performance contracting and review process for responsible team/s.
- Manages and participates in all disciplinary matters of subunits related to performance and conduct issues.

Stakeholder Engagement & Relationships

- Serve as the primary point of contact for key stakeholders, including funders, academic institutions, and internal teams.
 - Proactively identify and address stakeholder concerns, ensuring timely and effective resolutions
 - Collaborate with stakeholders to develop and implement process improvements
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- Facilitate cross-functional meetings and discussions to align on objectives and strategies
- Represent the department in meetings with senior management and external partners

Project Management & Leadership

- Manages multiple tasks and prioritise accordingly without compromising on quality of work
- Provide oversight and where required participate in projects to address identified needs
- Where required, analyse and interpret project reports upon completion of the project to evaluate return on investment and to recommend insights for future decision making.

Budget optimisation

- Manage expenditure in line with budget for all Continuous Verification related projects (where applicable)
- Monitors spend aligned to approved budget (where applicable).

Compliance Monitoring and Evaluation

- Provide Senior Specialist responsibilities over the Continuous Verification plan and the processes that support the implementation of key risk controls and established compliance risk mitigation processes
- Where required, support the Senior Manager in conducting monitoring reviews in line with the compliance monitoring plan.

Information & Knowledge Management

- Provide expert training and guidance to staff on all ranges of compliance issues in relation to Continuous Verification.
 - Collaborate with the Senior Manager and ICT to build systems that enable the management of data obtained from different sources.
 - Develop and deliver presentations to communicate findings and recommendations to management.
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Reporting & Accountability

- Prepare monthly and quarterly reports on key performance indicators, process improvements, and stakeholder engagement
- Analyse data, identify trends, and provide insights to support decision-making.

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- NQF7 Level qualification in commerce, information systems or related qualifications.
- Driver's License
- Extensive experience (5+ years) in financial systems particularly in two or more of the following functions; data analysis, disbursements, financial reporting and forecasting.
- Experience (min. 2 years) in the education sector/industry
- Computer literacy – Intermediate MS Package Suite
- Strong analytical and problem-solving skills
- Proficiency in SQL and Excel for data analysis and reporting
- Excellent communication and stakeholder engagement/management skills
- Ability to work independently and as part of a team
- Attention to detail and a commitment to accuracy
- Understanding and knowledge of compliance with legislation, policy and procedures in regard to financial systems
- Knowledge and experience of relevant regulations and policies

Preferred

- Extensive experience (8+ years) in financial systems particularly in two or more of the following functions; data analysis, disbursements, financial reporting and forecasting.
- Extensive experience (8+ years) in the education sector/industry
- Experience with validation of data against standards determined by external stakeholders.

Behavioural Competencies:

- Effective Communication & Consultation
 - Attention to detail/ Quality Control
 - Monitoring & Evaluation
 - Risk Awareness
 - Integrity
 - Accountability
 - Planning & Organising (e.g. prioritisation & time management)
 - Problem Analysis
 - Decision Making (Judgement)
 - Emotional Intelligence
 - Resilience & Composure
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PLEASE NOTE

Closing date: 08 June 2025

Interested applicants must complete and submit an Employment Application Form available on the NSFAS website. The form must be supported by a detailed Curriculum Vitae which includes amongst other things the vacancy name/position title you are responding to, copies of academic qualifications, Identity Document, and names of three contactable referees. The response must be addressed to

the following email address: **jobs@nsfas.org.za**

The NSFAS does not consider late applications. The NSFAS talent acquisition team only corresponds with Shortlisted Candidates. Should you not hear from the NSFAS talent acquisition team within 2 months from the closing date, please consider your application unsuccessful. Appointments will be made in line with the NSFAS Employment Equity goals and targets
