

Job Specification & Recruiting Profile of Vacancy

05 September 2025

The following vacancy exists at NSFAS in Cape Town.

Position	Planning Officer	Type & Grade	Permanent, C2
Vacancy No	43 of 2025/26	Department & Unit	Strategic Enablement

POSITION OVERVIEW:

The main purpose of the job is to ensure that NSFAS Strategic Plan, Annual Performance Plan, and Operational Plans are formulated, reviewed and submitted to the relevant stakeholders according to the organisation's reporting and legislative requirements and frameworks. In addition, the incumbent will provide technical support to the Senior Manager during the facilitation of the strategic planning, monitoring and evaluation, performance reporting processes in driving the delivery of strategic programmes and projects.

RESPONSIBILITIES:

Administration

- Provide technical and administrative support to management during the facilitation of the strategic planning and operational planning process.

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- Ensure alignment of the strategic planning process with planning frameworks and relevant legislations and policies guiding government planning.
 - Provide technical and administrative support to management during the strategic review process in line with stipulated timeframes.
 - Review, evaluate, analyse and compile organisational monthly, quarterly, Annual Performance Reports (incl. supporting portfolio of evidence) and the Annual Reports (incl. supporting portfolio of evidence). Ensure the validity, accuracy and completeness of all performance information and supporting information (evidence).
 - Configure the Strategic Plan and Annual Performance Plans into the Electronic Quarterly Performance Reporting System (eQPRS).
 - Provide administrative support to the planning unit during the drafting and publication of Strategic Plan, Annual Performance Plan and Operational Plan of the entity.
 - Analyse internal and external audit findings to improve planning.
 - Monitor and evaluate program performance reports to strengthen planning processes.
 - Participate in service delivery monitoring.
 - Prepare documents and presentations on planning and performance matters.
 - Maintain a filing system for the unit to ensure all information is stored in such a way that it can be used for audit purposes or follow the correct audit trail of evidence path.
 - Compile minutes and follow up on important actions and decisions from relevant planning and performance meetings between stakeholders or internally in the performance unit.
 - Perform general administrative duties as required in the planning unit.

Project Co-ordination

- Assist management during the compilation of strategy documents and reports on a monthly, quarterly and annual basis.
 - Update and maintain project plans led by the Planning and Performance Unit (i.e. Annual Report development project), project schedules and any project related documentation.
 - Attend and participate in stakeholder meetings.
 - Provide support to business units on the development of the Business Plans / Operational Plans that is aligned to the overall organisational strategic plan and strategy.
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- Preparing necessary presentation materials for meetings.
- Undertaking project tasks as required.
- Develop and maintain a planning calendar and manage projects to support planning and reporting activities of the unit.
- Take and maintain records and reports of planning and review meetings.
- Follow up on important actions and decisions from meetings

Provide technical and administrative support during the facilitation of the organizational planning and operation planning process.

- Provide technical and administrative support during the facilitation of the NSFAS strategic planning process.
- Ensure that planning and reporting documents are appropriately aligned with the relevant frameworks.
- Conduct research to support strategic planning process.
- Support the approval processes regarding Strategic Plan, Annual Performance Plan, and Operational Plans including adherence to deadline submission to relevant stakeholders.
- Ensure that business processes are in place, including formulation of Standard Operating Procedures for planning and to support key performance indicators.

Provide technical support during the strategic review process and compilation of strategic documents and reports

- Provide new research and information on the situational analysis.
 - Support the designing of solutions that will improve the organisational effectiveness and efficiencies.
 - Provide inputs during the review of the performance information policy.
 - Share innovative ideas on planning and performance, service and process design.
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Provide support to business units on the development of the Business Plans / Operational Plans.

- Analyse Business Plans / Operational Plans of various business units and ensuring alignment with strategic goals of the unit.
- Coordinate and provide guidance on improving the quality of Business Plans /Operational

Stakeholder management

- Manage Internal and external stakeholders.
- Assist in preparation of documents and presentations.
- Maintain organisational performance relationships with stakeholders.

Administrative support during the drafting and publication of Annual Report

- Contribute to the development of the Annual Performance Report (APR), and the Annual Report narrative or content.
- Ensure that the Annual Report is produced according to the legislative requirements and guidelines.
- Draft presentations regarding planning and reporting document (i.e. APP presentations)

Actively involved during the internal and external audit and implementation of findings and recommendations. Stakeholders.

- Technical and administrative support to the SM: Planning & Performance in terms of providing performance information to internal and external auditors on stipulated timeframes.
 - Support the organisation in improving its performance.
 - Follow up with business units and ensure that audit findings are implemented
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DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- NQF level 7 qualification in Design Thinking/Business Administration/Accounting (strategic management accounting)/Internal Audit/Performance Planning and Auditing.
- 3 years' experience in a strategic planning field.
- 2 years functional experience in Monitoring and Evaluation/Performance Audit/Data Management

Preferred:

- NQF 8 in Statistics/ Data science/ Accounting/ Performance Auditing/ Performance Monitoring and Evaluation.
- 5 years' experience in strategic planning, monitoring and evaluation environment or financial environment.
- Knowledge and understanding of the Public Service Act and its Regulations, PFMA, Treasury Regulations and Enterprise Risk Management Policy (ERM).
- Knowledge of the Government Planning Frameworks & Reporting Cycle, monitoring, and evaluation.
- Understanding of the education environment.
- Guidelines and Frameworks on Strategic Planning and Management of Performance Information.

Skill and Competencies:

- Analytical thinking
 - Problem solving skills
 - Design thinking
 - Data analysis (statistical and research)
 - Information Management
 - Report writing skills or research
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- Planning, leading, organising and monitoring skills and the ability to multitask.
 - Interpersonal skills
 - Time management skills
 - Data Analysis
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PLEASE NOTE

Closing date: 19 September 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.
