



National Student Financial Aid Scheme

Job Specification & Recruiting Profile of Vacancy

23 May 2025

The following vacancy exists at NSFAS in Cape Town.

Position	Continuous Verification Junior Specialist	Type & Grade	Permanent, C4
Vacancy No	27 of 2025/26	Department & Unit	Core Business Operations, Continuous Verification

POSITION OVERVIEW:

To analyse and prepare large scale master data sets in preparation of provisional funding, fund disbursements, annual student migration and provide onsite support for TVET Colleges and Universities in collaboration with the Student Services and Regional Coordination functions.

RESPONSIBILITIES:

System Maintenance

- Assist with the funder setup process, including defining process cycle dates, disbursement mapping, and allowance caps
- Review outstanding academic results and funding lists, and escalate any discrepancies

Migration/Continuation of funding

- Identify and resolve exceptions using SQL and Excel, with guidance from senior team members

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- Assist in the analysis of passed records within N+ and outstanding funding
 - Communicate exceptions and resolutions to relevant stakeholders
 - Analyze previous funding compared to current academic year funding, and report on any differences
 - Complete related tasks as assigned by the immediate line manager/supervisor

Registration Process

- Review registrations received and generated reports from SQL or Excel
- Identify potential exceptions and escalate to senior team members
- Detect duplicate registrations using SQL or Excel and send notifications
- Support the management of the duplicate registration process and responses
- Assist in the analysis and application of duplicate registration resolutions
- Complete related tasks as assigned by the immediate line manager/supervisor

Adjustment Reviews

- Assist with the handling of adjustment exceptions and communicate with stakeholders
- Identify and escalate adjustment exceptions to senior team members
- Complete related tasks as assigned by the immediate line manager/supervisor

Disbursement Management

- Review projection files and confirm correct students and amounts are being disbursed
 - Communicate exclusions and exclusion reasons to relevant line manager/supervisor.
 - Support the reconciliation of paid records
 - Contribute to the reporting of disbursements paid
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- Complete related tasks as assigned by the immediate line manager/supervisor

Cancellations

- Assist in the management of the cancellation process and communicate with stakeholders
- Support the creation and maintenance of the cancellation mailbox
- Help transfer data to SQL Server for inclusion in disbursement runs
- Contribute to the calculation of reversals and communicate to the finance department
- Complete related tasks as assigned by the immediate line manager/supervisor

Stakeholder Relationship Management

- Serve as the entry point of contact for stakeholders, including funders, academic institutions, and internal teams.
- Through the assistance of the Senior Specialist identify and address stakeholder concerns, ensuring timely and effective resolutions
- Arrange cross-functional meetings and discussions to align on objectives and strategies
- Provide onsite support to relevant stakeholders as per line manager/supervisor instructions
- Complete related tasks as assigned by the immediate line manager/supervisor

Reporting

- Assist in compiling monthly and quarterly reports on key performance indicators, process improvements, and stakeholder engagement
- Analyze data, identify trends, and provide insights to support the Senior Specialist's decision-making
- Assist in creating presentations to communicate findings and recommendations
- Complete related tasks as assigned by the immediate line manager/supervisor

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- NQF Level 6 qualification in commerce or information systems or related qualifications
- Driver's License
- Strong analytical and problem-solving skills
- Understanding and knowledge in data analysis, disbursements, financial reporting and forecasting
- Proficiency in SQL and Excel for data analysis and reporting
- Effective communication and stakeholder engagement/management skills
- Ability to work as part of a team and under the guidance of senior team members
- Attention to detail and a commitment to accuracy
- Understanding and knowledge of compliance with legislation, policy and procedures in regard to financial systems
- 3 – 4 years' experience in financial systems particularly in two or more of the following functions: data analysis, disbursements, financial reporting and forecasting.
- Computer literacy – Intermediate MS Package Suite

Skills and Competencies:

- Effective Communication
- Effective Consultation
- Attention to detail/ Quality Control
- Monitoring & Evaluation
- Risk Awareness
- Administrative Diligence
- Legislative & Procedural Adherence (Ethics & Integrity)

PLEASE NOTE

Closing date: 08 June 2025



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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