

Job Specification & Recruiting Profile of Vacancy

9 August 2026

The following vacancy exists at the NSFAS Head Office in Cape Town.

Position	Human Resources Executive	Type & Level	Contract, E3
Vacancy No		Department & Unit	Human Resources

POSITION OVERVIEW:

To design, develop, deliver, and provide professional people management strategies in the areas of organisational development, HR operations management and employee relations with the aim of supporting the overall strategic aims and objectives of NSFAS transformation and culture.

RESPONSIBILITIES:

- **Policy, Systems and Procedure Implementation**

Design, lead and drive standardisation of human resources policies, systems, business processes and procedures

Participate in the development of organisational policies

Consider internal and external research and benchmarking

Implementation of policies and associated business processes and procedures

- **Core Strategic/Operations Objectives Implementation**

Develop and drive the implementation of the HR strategies and operational plans with management and other stakeholders

Participate in the realisation of organisational strategy, objectives and expectations towards the student centric model.

Develop, review and drive key performance indicators (KPIs) and operational plans of the HR department

Accountable for the development of tools and instruments to improve high-performance culture, progressive leadership and the living our values change management campaigns

Deliver and execute the transformation agenda that promotes diversity, equity and inclusion initiatives

Accountable for the improvement of Talent Management practices, tools and metrics along the HR value chain of centre of expertise, HR operations and Employee Relations aspect of people management

Maintain sound Employee Relations issues with recognised unions i.e. individual and collective bargaining and conflict management

Drive the Human Resources strategic and operational risk assessment and risk management interventions

Lead all aspects of HR projects development, implementation life stages and service level agreements

Ensure credibility and confidentiality along the entire Human Resources value chain

- **People Management & Ethical Leadership**

Ensure the attraction, selection and orientation of applicants in line with needs and EE target

Training and workshopping direct reports on new strategic developments in the departments

Lead departmental teams to achieve departmental objectives and expectations

Coaching and mentoring direct reports to deliver objectives

Effective implementation of Organisational Performance Management System in accordance with organizational policy and procedures

Lead and manage the individual performance contracting and review process for the Organisation and the department.

Lead and manage all disciplinary matters of the HR department related to performance and conduct issues

- **Stakeholder Management & Relationships**

Establish efficiency channels and databases to resolve HR related stakeholder queries and complaints in line with HR strategy

Collaborate with departmental executives to enable the beneficiary-centric model

Collaborate with other departments to satisfy other priority stakeholders

Engage stakeholders on matters of interest and influence

- **Project Management & Leadership**

Initiate, plan and implement projects to address identified needs as per the core business strategy

Compile project reports on completion of the project to evaluate return on investment

- **Budget Optimisation**

Forecast for departmental HR administration activities and projects

Expenditure in line with HR activities and projects

- **Compliance Monitoring & Evaluation**

Identify key controls and establish HR risk mitigation procedures

Assess and improve the HR audit, risk and compliance outlook

Monitor and lead the implementational HR audit plan

Identify trends along audit issues and mitigate

- **Information & Knowledge Management**

Collaborate with stakeholders to build systems that enable the management of data obtained from different sources

Collaborate with stakeholders to use their experience, education and understanding to obtain knowledge from this information

- **Reporting & Accountability**

Reporting the following:

On departmental strategic Annual Performance Plan (KPIs) progress

On the departmental HR operational plan and status updates

On strategic stakeholders' issues and interventions management

On internal and external audit and risk

DESIRED QUALIFICATIONS, SKILLS AND EXPERIENCE

Minimum Requirements:

- NQF Level 8 in Human Resources, Industrial Psychology or HR related qualification
 - 10 years of experience in an HR
 - 5 years' experience in a HR Executive Management position
 - Knowledge of Project Management Principles
 - Extensive knowledge of HR systems and applications.
 - Extensive change management experience.
 - Extensive understanding of Payroll, Benefits, and HR administration.
 - Understanding of procedures and statutory requirements applicable to section 3(A) entities.
 - Extensive knowledge of governance, risk, and organisational performance management principles.
 - Extensive working knowledge and experience in strategic planning and budgeting.
 - Understanding of the Higher and Further Education and Training Sector in South Africa.
 - Experience in working in the Employment Equity framework.
 - Extensive working knowledge of all labour laws including the Labour Relations Act,
-

Employment and Equity.

- Knowledge of the PFMA
- Extensive experience in drafting of relevant organisational policies, procedures and legislation
- Computer literacy – Intermediate MS Package Suite

Skills and Competencies:

- Strategic and visionary
- Interpersonal Skills
- Innovative
- People Management
- Influential and leadership skills
- Stakeholder Management
- Report writing
- Project Management

REMUNERATION AND BENEFITS

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

PLEASE NOTE

Closing date: 23 August 2026

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

attention of Ms. Thokozile Mnikina via the following email address: jobs@nsfas.org.za

Please note the following contact details are for enquiries about JOB CONTENT ONLY and NOT for application purposes.

For Enquiries please contact: Email: thokozilem@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.

Kindly note that NSFAS is committed to Employment Equity, furthermore, NSFAS is committed to providing equal opportunities and practicing affirmative action within the prescripts of South African legislation, it is therefore the organisation's intention to promote diversity (race, gender, disability) through filling of this position.
