



National Student Financial Aid Scheme

Job Specification & Recruiting Profile of Vacancy

28 March 2024

The following vacancy exists at NSFAS in Cape Town.

Position	Manager: Accommodation and Accreditation Provider Support	Type & Grade	Permanent, D2
Vacancy No	53 of 2023/24	Department & Unit	Core Business, Student Accommodation

POSITION OVERVIEW:

To participate in the development of NSFAS policies, operation plans, systems and procedures that drive the efficient and effective implementation of the NSFAS student accommodation programme in relation to accommodation and accreditation provider support.

RESPONSIBILITIES:

Policy, Systems & Procedure Implementation

- To participate in the development and management of the NSFAS student accommodation/housing strategy, policies, guidelines, and procedures in line with the student-centric model
- To optimise and manage the processes developed in the value chain of NSFAS student accommodation to maximise the student experience.

Core Strategic/Operations Objectives Implementation

- To contribute to the development of the student accommodation strategy.
- To enable the implementation of the student accommodation strategic plan.
- To enable the implementation of the key performance indicators (KPIs) and operational plans of the subunit.
- To assess and review applications from providers for accreditation of potential student accommodation.
- To participate in the maintenance of business processes and procedures that verifies institutions registered student against data of students accommodated at providers.
- To participate in the maintenance of the business processes and procedures that enables the matching of students with suitable accommodation.
- To manage the maximisation of student expectations with the NSFAS student accommodation support programme.
- To manage the stakeholder challenges that emanate from the student accommodation value chain pertaining to accommodation and accreditation providers.
- To implement instruments to track accommodation provider and accrediting agents' issues for the student housing programme.
- Provide input to control measures around the student accommodation value chain i.e. application verification, state of student accommodation, approval, and inspection, Certification.

People Management & Ethical Leadership

- Manage and participate in the recruitment and selection of subunit vacancies in line with EE targets.
- Delegate student accommodation programmes to subordinates for implementation.
- Lead and manage the subunit team to achieve the set and agreed programmes.
- Direct, inspire, coach and mentor subordinates to deliver quality programmes in line with NSFAS Values.
- Lead and manage the individual performance contracting and review process for subordinates.

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- Lead and manage all disciplinary matters of subordinates related to performance and conduct issues

Stakeholder Management & Relationships

- Manage the utilisation and implementation of the student accommodation policy, processes, efficiency channels and databases to resolve stakeholder queries and complaints.
- Manage and delegate the sharing of the accredited list of accommodation providers with institutions of higher learning for the smooth student experience.
- Collaborate with stakeholders on debates and programme development matters of interest and influence.
- Provide input to the Publication and updating of the details of NSFAS accredited student accommodation providers.
- Manage the publication and updating of the details of NSFAS terminated student accommodation providers.

Project Management & Leadership

- Participate and supervise the projects to address identified needs as per the student accommodation strategy.
- Analyse and interpret project reports on completion of the project to evaluate return on investment and to inform decision-making in the subunit.

Budget optimisation

- Forecast for subunit core administration activities and projects.
- Expenditure in line with core activities and projects.
- Manage payment of accommodation service providers in line with institutions' verified registration details.
- Analyse and recommend the accommodation payments and recover any overpayments.

Compliance Monitoring & Evaluation

- Lead and manage the plans and processes of verification, compliance, registration and deregistration of accommodation providers with DHET Norms and Standards for
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Housing.

- Lead and manage the plans and processes that support the implementation of identified key controls and established risk mitigation procedures.
- Analyse and improve the audit, risk, and compliance outlook.
- Lead and manage the implementational audit plan.

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

- On subunit strategic KPIs progress
- On the subunit operational plan progress
- On strategic stakeholders' issues and interventions management
- On internal and external audit and risk
- On any other work in the mandate of the student accommodation subunit

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- NQF Level 6 in Commercial, Legal, Property Management related Built Environment fields,
 - Computer literacy – Intermediate MS Package Suite
 - Project Management certification
 - Driver's License
 - 5 Years plus experience in the property development or management sector
 - Working knowledge of lease agreements and dispute resolution processes
 - Working knowledge of the higher education sector
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- Working knowledge of residential or student accommodation
 - Relevant Project Management experience

Preferred

- NQF Level 7 plus in Commercial Legal, Property Management or related Built Environment Fields.

Skill and Competencies:

- Strategic and visionary
- Project Management
- Interpersonal Skills
- Data Analysis
- Presentation Skills
- Goal orientation skills
- Influence and advocacy.
- Systems and IT Processes
- Attention to detail.
- Quality assurance
- Written and Verbal communication.
- Reporting
- Conflict Resolution
- Negotiations Skills

REMUNERATION & BENEFITS

Remuneration Package: R 1 024 356 – R 1 206 638

PLEASE NOTE

Closing date: 11 April 2024

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. Nokulunga Mtse 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: NokulungaM@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.

** NSFAS committed to employment equity. Preference will be given to candidates who improve employment equity considerations **

“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 “
