



National Student Financial Aid Scheme

Job Specification & Recruiting Profile of Vacancy

05 February 2024

The following vacancy exists at NSFAS in Cape Town.

Position	Talent Acquisition Specialist	Type & Grade	Permanent, D1
Vacancy No	37 of 2023/24	Department & Unit	Human Resources

POSITION OVERVIEW:

The Talent Acquisition Specialist is responsible to strategically drive, manage and execute end-to-end recruitment and selection processes in collaboration with human resources and business leaders within the organisation.

RESPONSIBILITIES:

Policy, Systems & Procedure Development

- Develop and execute talent acquisition strategies that encompass plans for the various business units.
- Develop an in-depth understanding of the business unit strategies, processes / procedures / systems, and business drivers in order to ensure that the talent acquisition plan align with the overall company objectives.
- Align all talent acquisition initiatives with employment equity, internal audit and other compliance requirements for the period.

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- Communicate the talent acquisition plan to relevant internal and external stakeholders.
 - Implement innovative sourcing strategies to identify and attract top talent whilst utilising channels including social media, industry networks and partnerships.
 - Establish and monitor key performance indicators to measure the effectiveness of talent acquisition efforts, providing regular reports and insights to leadership.
 - Update talent sourcing and related policies as and when required to ensure adherence to legislation.
 - Manage fairness and consistency across all job applications whilst ensuring adherence to the Labour Relations Act, Employment Equity Act and all policies and procedures.
 - Ensure adherence to Employment Equity targets in the talent sourcing process.
 - Build in-depth relationships with business stakeholders and develop an intricate understanding of the business context in order to facilitate search for optimal talent to meet the business requirements.
 - Consult with Line Managers to determine role requirements, suitable sourcing strategies and timelines.
 - Contribute towards workforce planning and budget management.
 - Implement suitable recruitment metrics to measure process and improve efficiencies.
 - Vendor management.
 - Collaborate with talent management team for purposes of identification of internal talent and placement thereof.
 - Train managers on interviewing skills as well as best practice.
 - Collaborate with OD Specialist in the design of candidate experience surveys.

People Management & Ethical Leadership

- Guide, 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 self and subordinate.
 - Lead and manage all disciplinary matters of the subordinate related to performance and conduct issues.
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Stakeholder Management & Relationships

- Oversee the utilisation and implementation of the Finance and subunit related policy, processes, efficiency channels and databases to resolve stakeholder queries and complaints.
- Collaborate with internal stakeholders to implement talent acquisition programmes.
- Collaborate with external stakeholders to enable the talent acquisition programmes.
- Manage the service level agreement of external providers of talent acquisition deliverables.

Project Management & Leadership

- Manage 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

- Expenditure forecast for subunit talent acquisition activities and projects.
- Expenditure management in line with talent acquisition activities and projects.

Compliance Monitoring & Evaluation

- Support compliance checks and audit of talent acquisition interventions with HR policies.
- Identify risks and mitigate them in line with the risk register.
- Support the compliance of NSFAS with the EE Act and legislation.

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 talent acquisition strategic KPIs progress
 - On the talent acquisition operational plan progress
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- On internal and external talent acquisition risks
 - On any other work in the mandate of the talent acquisition work
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DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- NQF Level 7 in Human Resources Management or Psychology or Related Fields
 - Computer literacy – Intermediate MS Package Suite
 - Driver's License
 - Computer literacy – Advanced MS Package Suite
 - Qualified psychometrist and/or registration with the HPCSA is essential.
 - 5 Years of proven corporate experience in managing or specializing in the Talent acquisition field across Executive / Senior Management Level
 - Proven experience in putting together a delivery action plan for a client or service area (client-facing role)
 - Proven experience in delivering measurable goals and achievement of organisational objectives in a competitive environment.
 - Knowledge of the best practice HR policies, processes, and procedures
 - Skills development legislation experience and knowledge
 - Employment Equity Act, labour relations Act and related legislation
 - Expert knowledge in application tracking systems and database
 - Internship and graduate programs
 - Knowledge of holistic talent acquisition candidate life cycle (end to-end process), employer
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branding and digital recruiting

- Functional knowledge of interviewing techniques and selection and evaluation methods
- Proficiency in social media platforms, networks, and online portals

Preferred

- NQF Level 8 in Human Resources Management or Related Fields
- 10 Years' of managing or specialist experience in the Talent Acquisition field across Executive/Manco Level
- Advanced project management Skills
- Advanced knowledge of the higher education sector
- Extensive exposure to the functions of the Human resources Development
- Knowledge and understanding of the NSFAS Act and PFMA

Skill and Competencies:

- Critical analytical thinking
 - Follow up and follow through
 - Emotional Intelligence
 - Change Management
 - Leadership
 - Collaboration
 - Managing Complexity
 - Agile and Innovative
 - Stakeholder Engagement
 - Continuous learning
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REMUNERATION & BENEFITS

Remuneration Package: R864 336 - R1 018 155 per annum

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

PLEASE NOTE

Closing date: 19 February 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 Thokozile 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.

** 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. “
