



National Student Financial Aid Scheme

Job Specification & Recruiting Profile of Vacancy

23 May 2025

The following vacancy exists at NSFAS in Cape Town.

Position	Governance Officer	Type & Grade	Permanent, D1
Vacancy No	09 of 2025/26	Department & Unit	Board Secretary

POSITION OVERVIEW:

To support the Company Secretary by managing Board and Committee administration, monitoring statutory compliance, coordinating declarations of interest, and assisting with policy reviews and regulatory submissions.

RESPONSIBILITIES:

Support to Board and Committee Processes

- Assist in preparing agendas, packs, and minutes
- Coordinate meeting logistics and invitations
- Ensure timely follow-up on action items and resolutions

Governance Registers and Compliance Monitoring

- Maintain up-to-date statutory registers (conflicts of interest, declarations, attendance)
- Assist with compliance tracking and reporting processes

Policy and Legal Support

- Assist in the review and formatting of governance-related policies and frameworks
- Maintain version control and repository of all approved policies and charters

Records and Information Management

- File and organise governance documents in accordance with POPIA and internal protocols.
- Ensure secure, audit-ready documentation handling

Communication and Liaison

- Communicate with Executives regarding Board requirements and deadlines
- Liaise with stakeholders to ensure timely document submissions

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- NQF Level 7 in Public Administration, Business Administration, Law, Governance or Compliance Management
 - At least 3–5 years' experience in a governance, compliance, legal, or board secretariat environment, preferably in a public entity, regulator, or Schedule 3A institution.
 - Sound knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, and
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applicable government prescripts.

- Working knowledge of the King IV Report on Corporate Governance, including principles related to Board composition, ethics, performance, and accountability.
- Experience in preparing Board and Committee documentation, including meeting agendas, packs, minutes, registers, and follow-up resolutions.
- Familiarity with the functioning of Board and Executive Committees in a regulated or governance-heavy institution.
- Working knowledge of the Public Finance Management Act (PFMA), King IV Code on Corporate Governance, National Treasury Regulations and Board and Committee operations
- Proficient use of Microsoft Office Suite (Word, Excel, PowerPoint) for reporting, document tracking, and records management

Preferred

- Postgraduate diploma or short course in Corporate Governance, Compliance Management, or Company Secretarial Practice, or LLB
 - Experience working with a Schedule 3A public entity, state-owned enterprise, or funding institution
 - Exposure to or certification in either the Chartered Governance Institute of Southern Africa (CGISA), Certified Compliance Professional (CCP) or similar
 - Familiarity with governance platforms such as SharePoint, Board Portal Software (e.g. BoardEffect, Diligent), or Adobe Sign
 - Experience supporting audit, risk, or legal compliance committees
 - Excellent written and verbal communication skills for board reporting
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- Experience in supporting the legal, audit, or risk committees of a Board.
 - Knowledge of the Protection of Personal Information Act (POPIA) and data handling responsibilities in governance.
 - Familiarity with document and compliance management systems, such as SharePoint, Board portals, or Adobe Sign.
 - Exposure to drafting or updating governance-related policies and statutory registers.
 - Prior experience in assisting with ministerial submissions, compliance audits, or AGSA reporting processes.

Skills & Competencies

Core Technical Skills

- Minute-taking and accurate documentation
- Board and Committee administration
- Legal and regulatory interpretation (basic level)
- Drafting of reports, registers, and compliance summaries
- Document and version control
- Digital proficiency: Microsoft Office Suite (Word, Excel, PowerPoint), SharePoint or similar platforms
- Familiarity with PFMA, Treasury Regulations, King IV, and POPIA

Analytical and Organisational Skills

- Analytical thinking and attention to detail
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- Planning and coordination of board calendars, submissions, and reports
 - Time management and multitasking
 - Problem-solving and resolution tracking
 - Records management and audit readiness

Interpersonal and Professional Conduct

- Professional integrity, objectivity, and discretion
- Confidentiality and ethical handling of governance matters
- Interpersonal skills to engage with Board members, executives, and external stakeholders
- Client orientation and responsiveness under pressure
- Teamwork and ability to collaborate across governance and legal teams

Communication Skills

- Strong verbal communication and engagement skills
- Excellent written communication, especially in formal and regulatory contexts
- Ability to summarise complex governance issues clearly for decision-making

PLEASE NOTE

Closing date: 08 June 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



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the following email address: **recruitmentcpt@sdrecruit.co.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
