



National Student Financial Aid Scheme

Job Specification & Recruiting Profile of Vacancy

13 June 2024

The following vacancy exists at NSFAS in Cape Town.

Position	Executive Assistant	Type & Grade	9 months Fixed Term Contract, C3
Vacancy No	21 of 2024/25	Department & Unit	Advisors to the Board

POSITION OVERVIEW:

To provide comprehensive executive level secretarial and administrative support to the office of the Board Advisors.

RESPONSIBILITIES:

Policy, Systems & Procedure Development

- Coordinate the flow of policy(ies), guidelines and procedures for improved workflow and future needs as the organisation matures for the executives.
- Act as a liaison and provide support between the office of the executive team and senior management.
- Coordinate the information systems operations for the office of the executive.

Core Strategic Objectives

- Provide business calendar management for the executive.
- Review information submitted for consideration by the executive.
- Work with the senior management of Core Business and risk, legal and compliance to ensure adherence to set timelines.
- Coordinate and schedule meetings and related events.
- Compile, coordinate and contribute to documents, reports and presentations as directed by the Executive.
- Compile and coordinate the distribution of meeting packs.
- Record and coordinate the minutes distribution of Executive meetings.
- Coordinate travel arrangements for the office.
- Prioritise documents submitted to the Executive.
- Coordinate all events and initiatives of the office of the Executive.

Performance Management & Ethics

- Timeous commitment to performance contracting and review process.
- Abide by the NSFAS Code of Conduct

Stakeholder Management & Relationships

- Coordinate all executive communications.
- Coordinate the awareness of work standards and schedules to ensure behaviour meets these.
- Work with the executive to build and maintain strategic relationships with key stakeholders.
- Coordinate the decisions of the Executive office to all stakeholders in line with the student-centric model.
- Coordinate and respond to key stakeholder queries and correspondence.

Project Coordination

- Coordinate and supervise the projects to address identified needs of the office of the Executive.
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- Collaborate with departments and project teams to facilitate the timely completion of organisational projects.
 - Work with the SMs and raise provide early indications on achievement or project delays.

Compliance Monitoring & Evaluation

- Track statutory milestones and deadlines.
- Make use of standard reporting templates and tools and suggest improvements over time.
- Support the upkeep of the control register of all statutory requirements of the office.
- Analyse and improve the audit, risk, and compliance outlook of the office.

Information & Knowledge Management

- Make use of (internal) knowledge repositories and document management systems to assist decision-making and improve NSFAS service.
- 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

- Consolidate sub-unit reports, write quarterly, and submit them to the Executive for sign-off.
- Coordinate all organisational submissions to the Executive.

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- NQF Level 7 in Office management, Business Administration or equivalent qualification
 - Computer literacy – Intermediate MS Package Suite
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- Driver's License
 - 5+ years' experience in general secretarial, office administration and information analysis experience
 - Demonstrated attention to detail (spotting of errors) with the ability to maintain a high level of accuracy in execution of responsibilities without contradictions.
 - Meeting protocols, expenditure tracking, diary/calender management and travel & events arrangements are essential.
 - Solid knowledge of the higher education sector
 - Understanding of PFMA, NCA and the NSFAS ACT

Skill and Competencies:

- Project Coordination
 - Interpersonal Skills
 - Administrative diligence
 - Goal orientation skills
 - Integrity & Accountability
 - Problem-solving
 - Professionalism
 - Ethical
 - Service delivery excellence
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REMUNERATION & BENEFITS

Remuneration Package: R 671 355 to R 790 788 per annum

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

PLEASE NOTE

Closing date: 20 June 2024

Interested applicants must submit a detailed Curriculum Vitae which includes amongst other things the vacancy name/position title you are responding to, copies of academic qualifications, Identity Documents, and names of three contactable referees. The response must be addressed to the attention of Thokozile Mnikina via the following email address: **jobs@nsfas.org.za**.

Please note the following contact details are for inquiries 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 is 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 representativity (race, gender, disability) in the organisation through the filling of this position and candidates whose appointment will promote representativity will receive preference.
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