



National Student Financial Aid Scheme

## Job Specification & Recruiting Profile of Vacancy

22 April 2022

The following vacancy exists at NSFAS in Cape Town.

<b>Position</b>	Manager: PMO	<b>Type &amp; Grade</b>	Market Related (Permanent)
<b>Vacancy No</b>	01 of 2022/23	<b>Department &amp; Unit</b>	ICT

### POSITION OVERVIEW:

The main purpose of the job is to effectively implement the NSFAS Digital Transformation portfolio and related projects, ensure business and ICT continuous alignment and identify process improvement opportunities.

### RESPONSIBILITIES:

#### Digital Portfolio and Transformation

- Create and drive new ways of working (nWoW) across the end-to-end NSFAS value chain, including projects or change initiatives to existing systems
- Own and drive the NSFAS digital transformation roadmap and delivery
- Manage project uncertainty and understanding the impacts on the project portfolio/programme and wider business
- Drive various aspects of the projects and programmes in collaboration with the business executives

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- Maintain close working relationships with the project sponsor, the business areas, and the finance managers, to always understand the financials on all projects within the portfolio/programme
  - Drive the creation and implementation of common project methodology, including support for agile organizational design
  - Agile project portfolio management including release delivery
  - Integration and alignment of agile frameworks and methodologies to accelerate Agile Adoption
  - Work closely with business stakeholders on what is required, applying best practice and “new” thinking to the transformation process
  - Apply modelling techniques to anticipate the impact of future deployments on current process architecture. The outcomes of the analysis and modelling processes are compiled into process transformation plans, which will serve to inform future digital plans and budgets.
  - Coordinate a rigorous process for transfer to business-as-usual operations on completion of a project

#### **Business Impact**

- Provide input into strategic initiatives and projects around business optimizations and value creation
- Define priority opportunities with high level of organizational impact within manageable levels of investment that generates an optimal return on investment
- Drive continuous improvement of quantitative and qualitative factors that will improve costs, quality and service
- Identify and develop the supporting business case underpinning strategic opportunities
- Manage different stakeholder expectations
- Provide information and analysis to support key strategic decisions and long-term planning implementation

#### **Continuous Improvement**

- Re-engineer, optimize, simplify, and rationalize current legacy processes to improve existing execution services
  - Direct and manage the resolution of highly complex challenges within the NSFAS eco-system
  - Investigate and evaluate process improvement and digitization projects to ensure alignment with the overall NSFAS Digital strategy and business architecture
  - Ensure governance frameworks for business process and quality are adhered to
  - Interface with Process & Service Design counterparts
  - Ensure operational gaps are recognized and appropriate corrective actions are identified and progressed on a timely basis
  - Change requirement diagnosis, stakeholder management, plan, and change facilitation
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### **Lead High Performance Team**

- Accountable and responsible for financial management of line budgets across delivery
- Responsible for allocation of project and analysis resources across work (fulfilling demand)
- Responsible for the training and upskilling of the resources within the function to ensure understanding and knowledge of all relevant standards, methodologies, and practices
- Track team productivity and product delivery by applying lean estimation techniques, emphasizing the delivery of working software

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### **DESIRED SKILLS AND EXPERIENCE**

#### **Minimum requirements:**

- BSc or BCom Honours qualification
- Project Management qualification
- Business Administration qualification
- A minimum of 7 years' related experience, of which at least three (3) years must have been in a management role

#### **Preferred:**

- MSc, MCom or MBA qualification
- PMP certification
- Prince II certification
- AGILE project management certification
- Experience in the management of ICT Development (Agile/Prince II/PMBOK), Infrastructure projects and business operations type projects

#### **Skill and Competencies:**

- Results driven personality and character
- Self-Motivated Team Player
- Ethical consciousness and conduct
- Legal and Commercially minded
- Proactive and loyal to the organisation
- Independent, Objective, and Impartial
- Emotionally intelligent and communicates well
- Excellent negotiation skills

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**Computer skills required:**

- MS Word –Intermediate
- MS Excel – Intermediate
- MS Power Point – Intermediate
- MS Outlook – Intermediate

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**REMUNERATION & BENEFITS**

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**Remuneration Package:** NSFAS offer a Competitive Remuneration Package.

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

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**PLEASE NOTE**

**Closing date: 06 May 2022**

Interested applicants must complete an **Employment Application Form** available on the NSFAS website together with a detailed Curriculum Vitae, copies of academic qualifications, and names of three contactable referees to Ms. Fayroes Sherry via email [jobs@nsfas.org.za](mailto:jobs@nsfas.org.za). NSFAS does not consider late applications. Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize themselves with the respective closing dates. NSFAS only corresponds with Shortlisted Candidates. If you do not hear from NSFAS within 2 months of the closing date, please consider your application unsuccessful.

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

Enquiries: Email: [fayroess@nsfas.org.za](mailto:fayroess@nsfas.org.za)

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



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“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. “

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