



National Student Financial Aid Scheme

Job Specification & Recruiting Profile of Vacancy

09 September 2022

The following vacancy exists at NSFAS in Cape Town.

Position	Manager: Planning and Performance	Type & Grade	Market Related (Permanent)
Vacancy No	12 of 2022/23	Department & Unit	Strategic Enablement

POSITION OVERVIEW:

To support the Executive team with the development of strategic and operational planning, monitoring and evaluation process and performance against predetermined key measurable objectives and standards in line with relevant legislation and prescripts to the achievement of the student-centric model.

RESPONSIBILITIES:

Policy, Systems & Procedure Development

- Participate in the development and alignment of the organisational policy(ies), guidelines, and procedures across multiple disciplines to planning and performance strategic objectives.

Core Strategic Objectives Development

- Participate in the development and reviews of the NSFAS strategic planning processes and quality improvements.

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- Participate in the development of Annual Performance Plans (APP), Key Performance Indicators (KPIs) and Quarterly Performance Reports.
 - Participate in the APPs and KPIs approval process and their tabling before the Parliamentary Committee.
 - Support the Senior Management team with annual reviews of strategic, annual performance and operational plans.
 - Conduct research on best planning and performance approaches for the organisation.

People Management & Ethical Leadership

- Manage and/or delegate participation in the recruitment and selection of unit vacancies in line with EE targets.
- Lead and manage the unit 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 sub-units.
- Lead and manage all disciplinary matters of sub-units related to performance and conduct issues.

Stakeholder Management & Relationships

- Participate in the preparation of strategic reporting and presentation to the Board, National Treasury, DHET and the Department of Planning, Monitoring and Evaluations.
- Facilitate the organisational planning and performance reporting with the internal and external stakeholders.

Project Management & Leadership

- Manage and supervise the projects to address identified needs.
- Analyse and interpret project reports on completion of the project to evaluate return on investment and to inform decision-making in the unit.

Budget optimisation

- Participate in budget forecast for administrative activities and projects.
- Participate in budget expenditure review in line with core activities and projects.

Compliance Monitoring & Evaluation

- Develop the compliance reporting calendar for internal stakeholders.
 - 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 in the planning and performance.
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- Assess organisational performance against set targets and advise on remedial actions.

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

- Report on strategic KPIs progress.
- Report on the unit operational plan progress.
- Report on quarterly and annual performance in line with the EQPRS system and Treasury guidelines and instructions.
- Report on internal and external audits and risk.
- Coordinate the submission of external and external auditors' performance requests.
- Facilitate the departmental implementation of audit findings in line with the audit report.

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- NQF Level 7 in Business Administration, Public Policy, Audit or related fields
 - Computer Literacy – Intermediate MS Package Suite
 - Driver's License
 - Knowledge and understanding of the Public Service, PFMA, Treasury Regulations, and Government Planning Processes & Cycle.
 - Knowledge of Monitoring and Evaluation Guidelines/Frameworks on Strategic Planning, Management of Performance Information and MPAT.
 - Knowledge of the Parliamentary processes and timelines related to the strategic planning cycle and Auditor General compliance and reporting requirements.
 - Knowledge of Performance Management Reporting, Key Performance Indicators and Balanced Scorecard.
 - Knowledge of strategic planning processes, execution and monitoring
 - 10 Years' experience in the strategic planning, monitoring and evaluation environment, performance management or audit of these fields, of which 5 years should be at a Management level
 - Advanced Project Management Skills
 - Advanced Knowledge of the Higher Education Sector
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Preferred:

- NQF Level 8 in Business Administration, Public Policy, Audit or related fields
- Computer literacy – Advanced MS Package Suite
- Driver’s License
- 15 Years’ experience in the strategic planning environment of which 10 years should be at a Management level
- Advanced Project Management Skills
- Advanced knowledge of the Higher Education Sector

Skill and Competencies:

- Strategic and Visionary
- Project Management
- Interpersonal Skills
- Data Analysis
- Presentation Skills
- Goal Orientation skills
- Influential and Advocacy
- Systems and IT flair
- Problem Solving
- Report Writing
- Innovative
- Analytical
- Interpersonal
- Negotiation
- Conflict Management

REMUNERATION & BENEFITS

Remuneration Package: NSFAS offer a Competitive Remuneration Package.

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

PLEASE NOTE

Closing date: 23 September 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. 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

**** 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. “
