



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: Policy and Research	<b>Type &amp; Grade</b>	Market Related (Permanent)
<b>Vacancy No</b>	04 of 2022/23	<b>Department &amp; Unit</b>	Office of the Chief Executive Officer

### POSITION OVERVIEW:

The purpose of the job is to support the Executives and Senior Management by tracking, analysing and synthesizing corporate/government policy developments (both local and global) and sector-specific insights and research that will potentially be a vital tool for strategic interventions, future funding opportunities and longer-term policy decisions around financial aid.

### RESPONSIBILITIES:

#### Contribute to Strategic Development for the Department

- Provide input into the strategy for the department/section.
- Develop and maintain relevant policies & procedures.
- Prepare and implement the annual policy and research strategy to support the overall strategic aims and objectives.
- Facilitate the development of the policy and research strategy, annual plans and policies.

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- Conduct a review of policy and research strategy, annual plans and policies.
  - Oversee the implementation of the service unit plans.
  - Develop and lead a coherent and coordinated policy and research programme that supports NSFAS to grow its influence and visibility.
  - Develop, deliver and review NSFAS national campaigns as appropriate working closely with.
  - Ensure the correct approval processes are followed and implemented by working with the CEO and the Board

#### **Conduct Unit Administration**

- Once approval is received, conduct relevant project research.
- Conceptualize projects and gather relevant data for project research.
- Analyse the research data.
- Prepare research reports on data analysed.
- Send report for approval and present at Manco / Board Committees for approval.
- Ensure research knowledge is accessible to the unit once approved.

#### **Provide Support to Executives and Business Units**

- Develop presentations that support organisational wide business units.
- Provide assistance and interpretation of available organisational data towards business unit reports.

#### **Manage Unit Budget**

- Compile and deliver the annual policy and research budget and business plan activities and KPIs, reporting monthly variances and forecasts to Finance and taking appropriate remedial action.
- Develop budget for own areas of responsibility.
- Monitor compliance with approved and take corrective action where necessary.

#### **Manage Internal and External Stakeholder Relationships**

- Engage with key stakeholders to understand the impact of plans and deliverables and ensure optimal service delivery.
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- Effectively collaborate on joint initiatives / programmes of organisational importance.
- Ensure timely submission of reports and trend analysis to advise and guide stakeholders.

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### **Research Conceptualization, Data Collection, Data Analysis, Report Writing and Scholarly Publishing**

- Critically evaluate relevant literature; research proposal development; data collection and data management.

### **Ensure Compliance, Monitoring, Evaluation and Sound Reporting**

- Use of standard reporting templates and tools and make recommendations for improvements over time.
- Monitor compliance of section and direct reports with compliance needs of the APP service unit plans.
- Submit performance and compliance reports timeously and to required standards
- Monitor compliance with policy and research deliverables / KPIs.
- Identify trends and issues in the service unit and take corrective action if required.
- Review unit processes and report on results.

### **Leading High-Performance Teams**

- Ensure that annual workforce plans have been developed.
- Assign work in accordance with plans to staff members.
- Set, control and report on key performance areas and performance contracts.
- Coach, mentor and train the team and develop reports for performance improvement, career progression and recognition purposes.
- Maintain compliance, consistency and take corrective action when needed.
- Participate in HR and organisational recruitment processes.

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## **DESIRED SKILLS AND EXPERIENCE**

### **Minimum requirements:**

- Master's Degree in Social Sciences
  - 10 years' experience in public policy and research environment
  - Knowledge of Higher Education, TVET Colleges, government strategic priorities in respect to the post school education and training environment; the NSFAS Act and PFMA
  - At least 5 years' specialist research or research project leadership experience
  - Evidence of advanced writing skills – either in peer reviewed or non-peer reviewed publications, a minimum of 10 required (including research papers in journals, papers presented at conferences, chapters in published books, books)
  - Experience in research on funding of post graduate students
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**Preferred:**

- Doctoral Degree (PhD) in Social Sciences
- 2-5 years working experience on funding of post graduate students
- Academically and conceptually strong report-writing skills, evidenced through publication history
- Ability to operate in pressured environment with creativity, initiative, accuracy and attention to detail, and the ability to prioritise competing tasks and deliverables
- Demonstrate a collaborative ability and willingness to accept guidance from team members
- Ability to present complex information and adapt analysis to specified formats within deadlines
- Strong leadership that exhibits an internal locus of control
- Able to work independently, as well as within a team
- Able to work under pressure and display initiative
- Able to engage at executive and strategic levels with executives

**Skill and Competencies:**

- Communication skills
- Report writing skills
- Presentation skills
- Interpersonal skills
- Decision-making skills
- Problem-solving skills
- Negotiation skills
- Conflict resolution skills
- Organisational skills
- Planning skills
- Deadline driven
- Resource management
- Attention to detail
- Time management
- Customer orientation

**Computer skills required:**

- MS Word – Intermediate
  - MS Excel – Intermediate
  - MS Power Point – Intermediate
  - MS Outlook – Intermediate
  - Quantitative/ Qualitative data analysis tools – 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 \*\***

“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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