

Job Specification & Recruiting Profile of Vacancy

03 June 2022

The following vacancy exists at NSFAS in Cape Town.

Position	Policy Formulation Specialist	Type & Grade	Market Related (Permanent)
Vacancy No	09 of 2022/23	Department & Unit	Office of the Chief Executive Officer

POSITION OVERVIEW:

The purpose of this job is to facilitate the review and updating of NSFAS Eligibility Criteria/Student Funding Criteria. The job also involves the establishment of processes that enables the review of an existing policy, conducting research to inform new policy developments and updates as well as the consultation process with the sole purpose of facilitating the funding decisions for new, continuing and returning students.

RESPONSIBILITIES:

Facilitate Processes to Develop Student Funding Policy

- Establish the baseline for the review/development of the student funding policy
- Ensure there is policy alignment to funder rules by engaging the Funder (DHET)
- Obtain necessary inputs from the relevant stakeholders to inform the policy approach
- Lead the development of the draft policy

- Develop policy review/development plans.

Perform Preliminary Research to gather inputs for the Policy

- Conceptualize student funding policy and gather relevant information for inclusion in the policy
- Identify critical issues for policy consideration from different sources.
- Prepare a policy brief for consideration and approval by the CEO and Board.
- Make policy presentations to the key stakeholders for consideration.

Put Processes in place to ensure that Relevant Stakeholders Contribute to the Policy Development Process

- Identify relevant stakeholders to inform the policy
- Solicit inputs for policy review
- Facilitate sessions and make presentations to the stakeholders regarding the proposed policy
- Consolidate inputs from the stakeholders into the versions of the policy until finalised

Communicate the Approved Policy with Stakeholders

- Make policy presentations to various stakeholders and support policy implementation
- Respond to policy queries that arise from the implementation
- Process policy related queries
- Provide ongoing management reports on how the policy is being implemented

Support the Processes that will ensure Compliance with the Policy and embed the Policy into Various Systems and Processes

- Lead the system review for incorporation of policy amendments each year
 - Support the compliance of the unit and direct reports with compliance needs of the APP service unit plans.
 - Submit performance and compliance reports timeously and to the required standards
 - Monitor compliance with policy and research deliverables / KPIs.
 - Provide management reports as and when required
 - Identify trends and issues in the service unit and take corrective action if required.
 - Review unit processes and report on results.
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DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- NQF level 8 qualification in Economics or Finance, or Legal
- 6 years' experience in public policy formulation environment
- Knowledge of Higher Education Sector and government strategic priorities with respect to the post-school education and training environment; the NSFAS Act and PFMA
- At least 3 years' specialist research or research project leadership experience

Preferred:

- NQF level 9 qualification in Economic Sciences
- 8 years of working experience in policy formulation
- Academically and conceptually strong report-writing skills, evidenced through studies
- Ability to operate in a 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
- Ability to engage with various interested parties and stakeholders

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
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- Resource management
 - Attention to detail
 - Time management
 - Customer orientation
 - Data Analysis

Computer skills required:

- MS Word – Intermediate
- MS Excel – Intermediate
- MS PowerPoint – Intermediate
- MS Outlook – Intermediate
- Qualitative Data Analysis Tools – Intermediate

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: 17 June 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. ”
