



National Student Financial Aid Scheme

Job Specification & Recruiting Profile of Vacancy

22 April 2022

The following vacancy exists at NSFAS in Cape Town.

Position	Risk, Legal and Compliance Executive	Type & Grade	Market Related (Five Year Fixed Term Contract)
Vacancy No	02 of 2022/23	Department & Unit	Office of the Chief Executive Officer

POSITION OVERVIEW:

The main purpose of the job is to identify, measure, monitor, mitigate, and manage all types of risks arising from the internal and external organisation environment. The job is secondly responsible for leading and directing the Risk Function and to ensure effective strategic as well as operational risk management, compliance and governance.

RESPONSIBILITIES:

Develop, Monitor, Improve and Measure Governance, Risk and Compliance (GRC) Practices

- Create a fit for purpose departmental structure.
- Oversee the overall organisational policy development.
- Document, communicate and manage related policies.
- Assess, audit and improve risk, compliance and governance practices.
- Identify key controls and establish risk mitigation procedures.

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- Improve forensic practices.
 - Improve organisational GRC awareness and provide value adding services
 - Improve organisational values.
 - Identify, assess and prioritize risk.
 - Report on risks.
 - Remain current and stay abreast on risk, compliance and governance requirements.
 - Monitor and lead the implementation of the organisational audit plan.

Contribute to Strategic Development for the Department

- Provide input into the strategy for the department/section.
- Develop and maintain relevant policies & procedures.
- Provide input into budget and ensure budget management.
- Improve financial management practices for GRC department.
- Achieve departmental operations plan objectives.
- Improve governance, risk and compliance practices for GRC department.
- Resolve and close internal and external audit findings.

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.
- Report on business performance.

Leading High-Performance Teams

- 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.
- Improve employee engagements.

Ensure Compliance to all HSEQ Legislation, Policy & Procedures

- Maintain and support HSEQ policies, standards and principles.
- Oversee the section's HSEQ legal compliance to meet departmental requirements.
- Act as the primary information source for the team, communicate and maintain quality control policies and standard work procedures to functional teams.
- Ensure that service suppliers to the function are not exposed to hazards to their health and safety.

Board Committee Reporting

- Develop reports on the GRC value chain practices to the Office of the CEO, Board Committee and the Board.
- Submit policies for review and adoption
- Report on audit and risk issue identified in GRC and controls put in place

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- Postgraduate qualification in Law/Commerce/Business/Auditing
- 10 years' experience in a similar position, of which 5 years is at a senior management level

Preferred:

- Masters' qualification in Law (LLM).
- More than 5 years' experience in a management role.
- Auditing background.

Skill and Competencies:

- Strategic and visionary leadership
 - Resource management, including people and performance management
 - Building interpersonal relationships
 - Decision-making and problem solving
 - Building strategic alliances and partnerships
 - Emotional intelligence
 - Political sensitivity
 - Transformation and change leadership
 - Systems & Flexible thinking
 - Diplomatic sensitivity
 - Persuasion
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- Negotiating
 - Business knowledge
 - Strategic thinking
 - Resilience

Computer skills required:

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



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**** 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.”
