



National Student Financial Aid Scheme

Job Specification & Recruiting Profile of Vacancy

2 May 2019

The following vacancy exists at NSFAS in Cape Town.

Position	Governance and Compliance Lead	Type & Grade	One Year Fixed Term Contract (Grade 13)
Vacancy No	83 of 2019/20	Department & Unit	Governance, Risk & Compliance

POSITION OVERVIEW:

This is a new role and will primarily play in the second line of defence. Its purpose is multi-fold, as follows:

- Actively drive the improvement of governance, risk management and compliance across all lines of defense within NSFAS
- Ensure that all governance secretariat matters are adhered to at the highest quality levels

This role will serve to assist the GRC (Governance Risk and Compliance) executive in the execution of the mandate for the unit.

RESPONSIBILITIES:

Governance and Compliance Oversight and Strategy

- Defining overall governance, risk and compliance requirements for NSFAS (strategy), including an execution plan and roadmap
- Defining overarching governance, risk and compliance policy frameworks, templates and standards
- Manage the cost centre budget
- Work across the GRC unit to strengthen the unit overall and contribute to its overall success (not just that of internal audit)

Governance and Compliance Operations

Governance:

- Driving the implementation of governance and policy frameworks
- Driving policy developments, especially where there are policy gaps in high risk areas of the organization
- Writing policies, where this is required
- Driving and overseeing policy maintenance and changes
- Defining and maintaining delegation of authority
- Defining governance and oversight committee structures and develop oversight over terms of reference

Risk:

- Assisting with the definition of all relevant risk frameworks and policies
- Implementing and maintaining all relevant risk frameworks and policies
- Assisting with the facilitating strategic risk assessment organisational wide to drive out top and strategic risks at least once a year
- Coordinating the maintenance of risk management registers and reporting
- Serving as the central liaison for risk champions
- Management of risk acceptance and policy deviations processes

Compliance:

- Defining and managing staff declarations
 - Directing and overseeing company secretariat responsibilities and action management
 - Development and implementation of compliance universe and contributing to the combined assurance framework
 - Collating changes to regulations
 - Defining compliance assurance requirements
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Governance and Compliance Talent Management

- Ensure that all staff members in the unit, including self, have agreed and signed individual performance scorecards and development plans
- Ensure that all staff members in the unit remain abreast with technical professional development matters
- Ensure that the staff members in the unit remain abreast with organizational changes

Governance and Compliance Impact and Reporting

- Report on all governance, risk and compliance activities at agreed intervals
- Collate integrated reported for the unit
- Collaborate with line one and others in line two and three in order to bring about recommended changes to the governance, risk and control landscape, such that all lines are strengthened
- Provide input and advice as follows (this is not exhaustive and is to be used as a guide):
 - Business improvements opportunities
 - Risk matters
 - Regulatory matters
 - Forensic matters
 - Cyber matters
 - Governance matters
 - General governance, risk and control improvements

Stakeholder Management

- Work collaboratively with stakeholders in order to achieve outcomes

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- Bachelor's qualification
 - At least 10 years' proven experience in the field of governance, risk management and compliance
 - Proven experience of positively impacting line one and two from a governance, risk and control perspective
 - Demonstrated capability in governance and risk management methodologies
 - Ability to develop and maintain governance charters and quality standards, including risk management
 - Experience in designing practical governance oversight structures
 - Experience in risk management, including collating risk management results and mitigations, developing strategic and top risk registers, developing and overseeing risk mitigation strategies
 - Experience in combine assurance models, including compliance
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- Experience in shifting cultures from a governance, risk, and control perspective
 - Experience in developing, maintaining and managing policy frameworks and policy writing, or assisting others with same
 - Demonstrated experience in reporting to executives and boards on governance, risk and control matters, including annual and integrated reporting
 - Knowledge of Public Financial Management Act.

Beneficial skills and experience:

- While qualifications such as CA (SA) and CIA will be considered, preference will be given to those with a corporate legal qualification
- Knowledge of NSFAS Act.
- Experience in both the financial service and government sectors
- Exposure to the higher education sector

Core Competencies:

- Analytical thinking and ability to probe down to level of detail
- Maintaining objectivity and professional scepticism
- High ability to collaborate with line one and others in line two and three in order to effect change
- Highly competent in both written and verbal communication skills
- Able to manage the unit and all resources
- Ability to maintain a sense of resilience when faced with challenge
- Ability to work at a fast pace and remain abreast in times of high change
- Ability to manage teams in order to achieve and maintain high performance
- Remaining technically abreast with professional development matters
- Ability to manage external resources and oversee any additional co-sourced contracts

Computer skills required:

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

REMUNERATION & BENEFITS

Remuneration Package:

R 1 005 063 to R 1 183 932 per annum

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

PLEASE NOTE

Closing date: 16 May 2019

Interested applicants should send detailed Curriculum Vitae, copies of academic qualifications and names of three contactable referees to Ms. Fayroes Sherry via email jobs@nsfas.org.za. NSFAS do 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.

** 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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