



National Student Financial Aid Scheme

Job Specification & Recruiting Profile of Vacancy

6 September 2019

The following vacancy exists at NSFAS in Cape Town.

Position	Lead TVET Institutional Support	Type & Grade	Permanent (Grade 13)
Vacancy No	109 of 2019/20	Department & Unit	Operations

POSITION OVERVIEW:

The oversight, management and operation of the TVET-allocated funds administered by NSFAS has never enjoyed a dedicated team to focus and support. The purpose of this role is to oversee and manage the Disbursements process for the TVETs and provide Institutional Support, designing and implementing the necessary processes and systems, as well as designing and implementation of any required governance, risk management and control.

RESPONSIBILITIES:

TVET Operations Oversight and Strategy

- Assist the GM: TVET Operations to bed down newly appointed TVET team and integrate with the rest of NSFAS

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- Assist the GM: TVET Operations to develop and maintain the TVET strategy
 - Assist the GM: TVET Operations to manage the TVET allocated budget, both grant and administration
 - Implement the strategic direction on TVET sector operational model at NSFAS

TVET Operations

- Manage and drive the development, implementation and maintenance of TVET processes that will respond to the policy dynamics and TVET landscape
- Processes should be designed and implemented end to end, catering for particular TVET sector needs and requirements
- Processes should include those for disability and appeals
- Take responsibility for the design, implementation and maintenance of the following processes, at a minimum:
 - Develop a process and system to monitor the 80 percent attendance policy
 - Develop the process for payment adjustments
 - Develop a monthly utilisation report that seeks to monitor TVET funding and disbursements
 - Conduct monthly institutional payment reconciliations
 - Oversee the institutional disbursement process
 - Resolve exceptions encountered on the disbursement channel
 - Other processes that are required for the unit to function effectively and efficiently
- Provide input into the strengthening of the supporting systems that enable the TVET processes (taking account of the academic cycles), including integration between NSFAS and TVET institutions, working closely with the CIO and other stakeholders
- Ensure that all governance, risk and compliance are embedded, met and achieved, ensuring a sound control environment at all times
- Work with the GM: TVET operations to manage the grant funding for TVETs, ensuring that all required reporting is generated on a timely basis for management and oversight reporting
- Manage the disbursement to TVET students, especially where these are being done directly to students, proactively following up on all failed payments
- Ensure that fail over processes are effective and documented with clear roles and responsibilities assigned, including and processes to deal with deviations and exceptions
- Own all allocated TVET processes, and ensure that all process documentation accurately reflect actual process in production

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
 - Instil a culture of discipline and accountability, together with a service delivery focus
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Accountability and Reporting

- Report on all unit activity at agreed intervals
- Generate reports for all oversight and management reporting proactively

Managing Stakeholders

- Build relationships with the TVET community and ensure seamless, current, clear and concise communication
- Enable and facilitate relationship building in the sector and between NSFAS and the TVET community
- Develop a stakeholder engagement plan for the TVET college sector
- Develop capacity and participate in support programmes for the TVET sector
- Oversee and guide the regional servicing TVET support function
- Develop an environmental scanning mechanism/ process for the TVET sector

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- Bachelors qualification in any of the following fields:
 - Finance
 - Business administration
 - Education
 - Or similar
- Minimum of 12 years of experience, or which at least 7 must have been in a management role
- Proven experience in leading and directing teams
- Demonstrated experience with operational processes that involve payments or disbursements of funds
- Experience in overseeing the design, implementation and maintenance of business processes with embedded governance and control
- Has experience in providing input into to system design and implementation projects
- Has experience in proactively managing operational risk effectively
- Demonstrated experience in reporting to executives and boards on governance, risk and control matters
- Knowledge of Public Financial Management Act.

Beneficial skills and experience:

- 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
 - High ability to collaborate with others in order to effect change
 - Instil and models a disciplined work ethic and accountability
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- Are values driven
 - 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 contracts

Computer skills required:

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

REMUNERATION & BENEFITS

Remuneration Package:

R 1 033 205 – R 1 217 082

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

PLEASE NOTE

Closing date: 20 September 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 **



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“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. “

10 Brodie Road, House Vincent, 2nd Floor, Wynberg, Cape Town, 7700 | Private Bag X1, Plumstead, Cape Town, 7800
Tel No.: 0800 067 327 | 021 763 3200 | Email: jobs@nsfas.org.za
