

## JOB SPECIFICATION & RECRUITING PROFILE OF VACANCY

7 February 2019

The following vacancy exists at NSFAS.

<b>Position</b>	Post-Doctoral Research Assistants x 2	<b>Type &amp; Grade</b>	One (1) year Fixed term contract, Equivalent to Grade 8
<b>Vacancy No</b>	62 of 2018/19		
<b>Department &amp; Unit</b>	Policy and Research		

### POSITION OVERVIEW

We are seeking two (2) Doctoral Graduates who have strong database management and quantitative analysis skills. You will work with the current research team to establish a research data base, develop academic papers, policy briefing papers and related outputs designed to strengthen evidence-based decision-making within NSFAS itself and to contribute more widely to policy debate and formation. Collaboration with external partners, available networks and international colleagues will aim to build this expertise in South Africa and the continent. The successful incumbents will be reporting to the Senior Manager: Policy and Research.

The current priority research areas for NSFAS are:

- Indicators to measure the impact and effectiveness of student funding
- Broadening understanding of the performance of TVET students funded by NSFAS
- Gauging the NSFAS funded student experience and performance across the PSET system
- The factors impacting on NSFAS-funded students with disabilities
- Measuring student well-being and understanding its impact on academic performance and student experience
- Understanding the labour market impact of NFAS Funding

## RESPONSIBILITIES

The Post-Doctoral Research Assistants are required to participate in all aspects of the research process as they work with staff on research projects related to student funding. Among other duties they will participate in the following activities under supervision:

- Conceptualise and implement research projects.
- Collection and analysis of data.
- Write peer reviewed research manuscripts that are published in accredited peer reviewed journals.
- Write research results including workshops and conferences presentations as well as high quality research reports and/or working papers and research briefs
- Develop own personal academic competencies through formal and informal training activities.
- Assist with administrative matters in the research environment.

## DESIRED SKILLS AND EXPERIENCE

### Minimum requirements:

- Applicants must be in possession of a PhD degree (or equivalent qualification)
- Have an understanding of post-school education and training within the South African and International Context
- Have an interest in one or more of the priority research areas of NSFAS
- Experience in and understanding of quantitative and qualitative research approaches in post-schooling will be a strong recommendation
- Proficiency in, or working experience with, some or all of the following programmes: MS Excel, MS Word, SPSS, STATA, Nvivo, AtlasTI
- Strong written and oral communication skills (having published or be about to publish from their PhD will be an advantage)
- Ability to work independently and in a team environment



National Student Financial Aid Scheme

## REMUNERATION & BENEFITS

- Remuneration Package:** **R 410 610 to R 483 669 per annum**  
Total Cost to Company per annum inclusive of all benefits and company contributions.
- Benefits and Conditions:** **Compulsory Medical Aid, Pension Fund & Annual Bonus**  
Included in the above remuneration is the company contribution to our compulsory pension fund (7.5%), medical aid contributions and an annual bonus.
- Closing date:** **24 February 2019**

## PLEASE NOTE

**NSFAS do not consider late applications.**

**Internal NSFAS Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize themselves with the respective closing dates.**

**Interested applicants should send detailed Curriculum Vitae, copies of academic qualifications and names of three contactable referees, a letter of motivation indicating the position applied for and your suitability for the position, a one page outline of your PhD thesis or proposed academic papers from your PhD thesis as well as an example of recent academic work (not exceeding 8000 words) to Ms. Fayroes Sherry via email [jobs@nsfas.org.za](mailto:jobs@nsfas.org.za)**

**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 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 this position and candidates whose appointment will promote representivity will receive preference. “**