

## JOB SPECIFICATION & RECRUITING PROFILE OF VACANCY

31 August 2016

The following vacancy exists at NSFAS.

<b>Position</b>	Training and Transformation Manager	<b>Type &amp; Grade</b>	Job Grade 11 – 12 (12 months fixed term contract)
<b>Vacancy No</b>	30 of 2016/17		
<b>Department &amp; Unit</b>	Corporate Services, Organisation Development and Change Management		

### POSITION OVERVIEW

In alignment with the Human Resources Strategy, establish, implement, maintain and monitor NSFAS Training & Development and Transformation policies, procedures, programmes, and governance structures.


This position has a variety of tasks required to be performed according to specific procedures in the following main areas:

- Manage Training and Transformation department and ensure execution of all deliverables
- Develop and update relevant policies, procedures and implementation plans
- Manage Training and Transformation legal compliance
- Source, implement and compile Training Programmes
- Design and implement diversity and EE interventions
- Monitor and evaluate all Training and Transformation plans and projects.

### RESPONSIBILITIES

#### Manage Training and Transformation department and ensure execution of all deliverables

- Align support Training and Transformation to ensure optimal efficiency, benefit and impact for NSFAS.
- Incorporate OD strategies, policies, procedures and best practice into all Training and Transformations interventions.
- Lead the performance of Training and Transformation team through coaching, enabling and individual annual performance contracts and personal development plans

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- Manage financial resources of the team according to approved budget
  - Manage change within the Training and Transformation team

#### **Update and Develop relevant policies, procedures and implementation plans**

- Develop Training and Transformation operations plans.
- Conduct gap analysis of existing Training and Transformation policies and procedures
- Based on best practice and the NSFAS reality, develop relevant policies and procedures where applicable
- Review and amend relevant policies and procedures where applicable
- Consult all stakeholders in developing policies and plans.

#### **Manage Training and Transformation legal compliance**

- Manage the administration of the Employment Equity and Skills Development Committee
- Draft, consult and submit Employment Equity plans and reports , WSP and ATR, and related monthly and quarterly reports
- Manage Transformation communications
- Coordinate relationship with Department of Labour and Bank SETA
- Manage compliance with SLA
- Manage the implementation of the EE Plan

#### **Source, implement and compile Training Programmes**

- Conduct skills audits
- Conduct training needs analyses
- Draft relevant training packages and materials
- Conduct/facilitate training interventions
- Conduct train the trainer sessions
- Source training service providers

#### **Design and implement diversity and EE interventions**

- In accordance with the EE Plans, draft an implement NSFAS “out of the box” diversity interventions
- Audit all HR policies to ensure compliance with EE Act
- Conduct statistical trend analyses
- Identify opportunities for line management to leverage diversity
- Conduct diversity “train the trainer” sessions for managers

#### **Monitor and evaluate all Training and Transformation plans and projects**

- Draft monthly, quarterly and annual reports for Training and Transformation
- Develop quarterly dashboards for Training and Transformation

- Develop metrics to measure impact of Training and Transformation
- Identify Training and Transformation risks and escalate, where applicable
- Quality manage all Training and Transformation outputs

## DESIRED SKILLS AND EXPERIENCE

### Minimum requirements:

- Bachelor's degree in Human Resources, Industrial Psychology or Social Sciences
- A minimum of 5 years Transformation experience
- A minimum of 5 years Training and Development experience
- A minimum of 5 years management experience

### Beneficial

- Honours degree preferred

Core Competencies	Generic Competencies
<ul style="list-style-type: none"> <li>• Resilience</li> <li>• Proven ability to work under pressure</li> <li>• Human Resources</li> <li>• Training and Transformation legislation</li> <li>• Facilitation</li> <li>• Content Development</li> <li>• Policy Development</li> <li>• Negotiation</li> </ul>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Conflict resolution</li> <li>• Project Management</li> <li>• Problem Solving</li> <li>• Collaboration</li> <li>• Adaptability</li> <li>• Planning and organizing</li> <li>• Resource Management</li> <li>• Decision Making</li> <li>• Judgement</li> <li>• Quality Management</li> <li>• Interpersonal Skills</li> </ul>


## REMUNERATION & BENEFITS

**Remuneration Package:** R 612 822 – R 855 516

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 (15%), medical aid contributions and an annual bonus.

**Closing date: 23 September 2016**

#### **PLEASE NOTE**

**Interested applicants who meet the requirements should send Detailed Curriculum Vitae, Copies of Academic Qualifications and names of two contactable referees to Nokulunga Mtse via email, with the subject Training and Transformation Manager to [jobs@nsfas.org.za](mailto: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.**

#### **EMPLOYMENT EQUITY:**

“NSFAS is committed to employment equity. Preference will be given to candidates who improve employment equity targets and ratios.”

#### **RECOGNITION OF PRIOR LEARNING:**

NSFAS may recognise experience in lieu of the Minimum Stipulated Formal Qualifications on condition that the Experience is Specific, Relevant and Appropriate for the vacant position as part of Recognition of Prior Learning (RPL) measures. The assessment of suitability is at the sole discretion of NSFAS, and no further correspondence would be entered into regarding the outcome. In this regard, candidates are required to include this aspect in their motivation letter for consideration, and may be required to undergo a competency evaluation prior to appointment.