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**GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS**

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**DEPARTMENT OF HIGHER EDUCATION AND TRAINING****NO. 1107****22 AUGUST 2019****NATIONAL STUDENT FINANCIAL AID SCHEME ACT (ACT 56 OF 1999 AS AMENDED)****THE APPOINTMENT OF AN ADMINISTRATOR FOR THE NATIONAL STUDENT  
FINANCIAL AID SCHEME**

I, Dr Bonginkosi Emmanuel Nzimande, Minister of Higher Education, Science and Technology, in terms of Sections 17A to 17D of the National Student Financial Aid Scheme Act (Act 56 of 1999, as amended) hereby appoint Dr Randall Carolissen as an Administrator for the National Student Financial Aid Scheme (NSFAS) for the period 21 August 2019 to 20 August 2020. The terms of reference for the Administration are attached hereto.



Dr BE Nzimande, MP  
Minister of Higher Education, Science and Technology

Date: 20/08/2019

**TERMS OF REFERENCE****MINISTER OF HIGHER EDUCATION, SCIENCE AND TECHNOLOGY****APPOINTMENT OF ADMINISTRATOR FOR THE NATIONAL STUDENT FINANCIAL AID  
SCHEME****Preamble and Background:**

In terms of the NSFAS Act (56 of 1999, as amended), the former Minister responsible for Higher Education and Training, Dr Naledi Pandor, appointed an Administrator for NSFAS on 21 August 2018 in terms of Government Gazette No. 41851.

The Administrator took over the Governance, Management and Administration of NSFAS for a period of one year. The first phase of the Administration was completed successfully with significant improvements noted at NSFAS. However, a second phase of Administration is critical to consolidate work done at the entity, and to ensure that an effective transition can be put in place towards a new executive management team and Board, and that a review of NSFAS business processes can be completed to provide advice to the Minister on the future development of the entity. The following terms of reference are applicable to the period of Administration from 21 August 2019 to 20 August 2020:

- Finalise the close out of the 2017 and 2018 student funding cycle, including the finalisation of all data exchange and final payments.
- Ensure the effective close out of the 2019 funding cycle and provision of accurate data to the Department of Higher Education and Training.
- Ensure effective preparation for and implementation of the 2020 student funding cycle in consultation with the Department of Higher Education and Training.
- Ensure that the entity pays adequate attention to both TVET colleges and universities in all aspects of its core business processes.
- Maintain a close and productive working relationship between NSFAS and the universities and TVET colleges.
- Put in place the necessary management and governance controls to ensure that all risks of the 2020 student funding cycle are appropriately managed, with the support of the Department and institutions as necessary.
- Manage the day-to-day work of the entity, and steer NSFAS to address its operational challenges fully. This will include continuation of the strengthening of structures, systems and policies that will ensure good governance and effective management of the core operational mandate of NSFAS.

- Oversee the process of appointing new Executive staff at NSFAS, in terms of the process agreed with the Department of Higher Education and Training.
- Ensure a smooth transition between the administration team and the new Executive staff.
- Oversee all forensic and other investigations necessary for the effective operation and management of the entity and any follow up required.
- Provide support to the Ministerial Task Team appointed by the Minister to review the business processes of the entity which will make long-term recommendations on the future models, structures, systems and business processes necessary for an effective NSFAS.

The Administrator will report to the Minister of Higher Education, Science and Technology through his delegated officials in the Department of Higher Education and Training. Besides other forms of communication and interaction with the Ministry and Department of Higher Education and Training, the Administrator must submit regular reports as agreed with the Department and Minister on progress regarding the above issues. The Administrator may appoint technical experts where necessary to assist in the different areas, in consultation with the Minister of Higher Education, Science and Technology.

The Administrator will commence duties on 21 August 2019.

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