NATIONAL INSTITUTE
FOR THE HUMANITIES
AND SOCIAL SCIENCES

The NIHSS invites applications from suitably qualified candidates for the positions of Chief Executive Officer, Chief Financial Officer and a Company Secretary. Established on 5 December 2013, the NIHSS is an independent statutory body under the Higher Education Act (Act 101 of 1997). Its mandate is to advance and coordinate scholarship, research and ethical practice in the humanities and social sciences (HSS). The NIHSS was created to develop the institutional framework for an envisioned higher-education institute in HSS and to enhance and support the humanities and social sciences in South Africa and beyond, advising government and civil society on HSS-related matters. In line with its vision to contribute significantly to ensuring the excellence, integrity and dynamism of the Humanities and Social Sciences, the NIHSS drives innovation in HSS research and education through programmes such as doctoral schools, Catalytic Projects and the African Pathways initiative.

CHIEF FINANCIAL OFFICER

(Ref: NIHSS/CFO/2025) • Salary: R1 494 900 perannum,CTC (SMS Level 14)

The CFO is a senior executive in the NIHSS's operational portfolio, leading the finance and administration functions. Reporting directly to theChief ExecutiveOfficer, the CFO will oversee theInstitute's entire financial management,including budgeting, accounting, reporting and internal controls in support of NIHSS's academic and research mission. A key aspect of the role is managing NIHSS's dual funding streams: the annual operational grant (and South African BRICS Think Tank activities) from the Department of Higher Education and Training (DHET), and designated grants from the National Skills Fund for NIHSS's academic programmes. The CFO ensures that all funds are administered transparently and in accordance with public-sector financialstandards, consistent with NIHSS's commitment to adopt PFMA best-practice standards.

Key Responsibilities: • Provide high-level oversight of NIHSS's financial management in line with the PFMA, National Treasury regulations andGRAP accounting standards.• Implement financial controls, policies and systems tosafeguard assets and ensure regulatory compliance.• Lead the annual budgeting process and monitor expenditure against budget (including theMedium-Term Expenditure Framework), ensuringalignment with Treasury guidelines. •Prepare and present accurate financialreports, projections and variance analyses for the CEO, the Board and other stakeholders.

• Overseethe accountingand disbursementof NIHSS'sDHET andNSF grants, ensuring funds are appliedonly to approvedprogrammes (e.g. NIHSS Doctoral Scholarships, Catalytic Research Projects, Humanities Hubs, Working Groups). • Liaise with DHET and NSF as funding partners to ensure timely transfers and compliance with funding conditions. • Ensure timely preparationof annual financial statements and coordinate the external audit process with the Auditor-General of South Africa. • Identify and resolve auditfindings and risk issues. MaintainNIHSS's strong audit record by enforcing rigorous internal controls and accountability. • Manage all financial, supply chain and asset managementfunctions. This includes accounting, payroll, procurement, contracts, revenue andreceivable accounts, and inventory of assets. • Ensure the finance team implements efficient processes (e.g. automated accounting systems) and provides reliable transactional support for NIHSS's activities. • Advise the CEO, Board and NIHSS senior managers on financial strategy and implications. • Represent NIHSS in inter-agency and treasury forums as needed.

•Establish effective working relationshipswith keystakeholders, including National Treasury, the Auditor-General's office, and other government and research bodies. • Develop, implement and update NIHSS financial and SCM policies, procedures and delegated authorityframeworks. • Ensure systems (financial informationsystems, reporting tools) are optimized for transparency and efficiency.

Minimum Education and Experience Requirements: • Chartered Accountant (SA) or Professional Accountant (SA) designation, or equivalent qualification. (An NQF level 8/9 degreein Accounting or Finance, and postgraduatequalification such as MCom/MBA,is strongly preferred.) • At least 8 yearsof relevant financeand accounting experience, of which 5 years must be in a senior financial management role (e.g. CFO, Finance Director or equivalent). • Should have a proven trackrecord of managing large budgetsand financialteams. • Sound understanding of South African public finance norms, including PFMA, Treasury Regulations, Generally Recognised Accounting Practice (GRAP) and public sectoraudit processes. (Experience in a government or public entity finance environment is highly desirable).

•Completion of the National School of Government Senior Management Service (SMS) Pre-entry Programme is required for candidates without prior SMS certification. • Must be registered(or eligible to register)with SAICA, SAIPA or an equivalent professional accounting body in South Africa.

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Core Competencies: Financial Expertise • Regulatory Knowledge • Strategic Leadership • Stakeholder Management • Analytical and ITSkills• Communication.

Behavioural Attributes: Integrity and Accountability • Ubuntu and Teamwork • Excellence and Initiative • Resilience and Adaptability • Leadership and Diplomacy.

Reporting Lines: The CFO is the headof theNIHSS Financefunction within the Operational Portfolio. In NIHSS's structure, all portfolio heads report to the CEO, so the CFO reports directly to the Chief Executive Officer. The CFO will also work closely with the AcademicPortfolio and Executive Office leads on institute-wide matters, and will liaise with the NIHSS Board as needed through the CEO.

Appointment Terms: Competitive, in line with Senior Management Service (SMS) remuneration frameworks for public institutions. Fixed-termcontract (five-year term, renewablesubject to performance and funding). HeadOfficein Parktown, Johannesburg (Gauteng). Occasional travel within South Africa and abroad willbe required. The CFO reports directly to the CEO as the accounting officer of the institute.

APPLICATION PROCESS

Submit a single PDF file containing a cover letter (motivating suitability for the role), detailed CV and certified copies of qualifications and ID to **recruitment@nihss.ac.za**, with the subject line "Application: Name of the position you are applying for and the reference number".

Late or incomplete applications will not be considered. Shortlisted candidates will be required to submit certified documents and will undergo security clearance.

Closing Date: 16 January 2026

Enquiries: Mr Petros Mashaba at 011 480 2336

NIHSS is an equal opportunity employer and is committed to the principles of employment equity and transformation. Preference will be given to suitably qualified candidates from designated groups (including women and people with disabilities) in accordance with NIHSS's Employment Equity Plan and national equity targets.

Correspondence will be limited to shortlisted candidates. If you have not heard from us within eight weeks of the closing date, please accept that your application was unsuccessful.