**The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.**

**STUDENT SERVICES DIVISION**

**HEAD: NSFAS FUNDING**

**(PEROMNES GRADE 7)**

**WESTVILLE**

**REF NO. SS09/2018**

The Head NSFAS Funding will manage all NSFAS processes across the University; co-ordinate the provision of NSFAS funding services university-wide, and control NSFAS Cost Centres in the Student Funding portfolio. S/he will provide NSFAS Funding reports to the Student Services Council and NSFAS, and advise the Manager regarding NSFAS policy and processes.

The incumbent will play a key role in the student funding management and assist with decision-making processes, as well as the provision of statistics to management for NSFAS funding. The incumbent will be required to assist with the technical oversight of student fudning software requirements, as this relates to financial aid application’s process and NSFAS payment and claims processes. S/he will communicate with internal and external auditors, regarding issues that need attention and follow through with the relevant managers for implementation.

**Minimum Requirements**:

* Matric plus a relevant 3-year bachelor’s degree preferably in Management Studies or Mathematics or Statistics or Accounting.
* Five (5) years’ experience in a supervisory role in the banking sector or relevant tertiary education sector (financial or funding environment), including working with the public and middle management.
* Proven experience in drawing up specifications for software requirements.
* Experience in financial management / control using appropriate software systems.
* Interpersonal and communication skills (both verbal and written) at middle management level.
* Knowledge of the National Credit Act.
* Excel Skills – at least intermediate level or above.

Short-listed candidates may be required to undertake a skills test.

**The total remuneration package offered includes benefits.**

**The closing date for receipt of applications is 28 August 2018.**

**Applicants are required to complete the relevant application form which is available on the Vacancies website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**. Completed forms must be sent to** **Recruitment-jm@ukzn.ac.za**

**Advert Reference Number MUST be clearly stated in the subject line.**