**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.**

**FIXED TERM CONTRACT: 24 MONTHS**

**STUDENT SERVICES DIVISION**

**SCHOLARSHIPS ADMINISTRATOR**

**(PEROMNES GRADE 10)**

**STUDENT FUNDING**

**WESTVILLE CAMPUS**

**REF NO. SS05/2022**

The Student Funding department seeks to appoint an administrator to provide specialist administrative support to the Head of Scholarships especially as it relates to the administration of Scholarships, the award sub-committee meetings and the National Research Foundation tasks and activities. In addition, to maintain the Student Funding website and database and place advertisements in respect of all available scholarships. The job also involves communicating with students, scholarship sponsors and university’ stake holders, including extensive liaison with the financial aid advisors in the Colleges regarding scholarships information and processes.

**Minimum Requirements**:

* Three (3) year qualification preferably with Management studies or Business related modules
* 18 months in a financial, business related environment, working with the public
* Computer skills in MS WORD and MS EXCEL spreadsheets
* Good communication skills in English and IsiZulu.

**The total remuneration package offered includes benefits. The closing date for receipt of applications is 2 September 2022.**

**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.**

Kindly note that the University of KwaZulu-Natal (“the University”) is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 “POPIA”) submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University’s recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavor to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.