

The University of KwaZulu-Natal is committed to employment equity

Existing UKZN staff are invited to apply for the position of:

**FINANCIAL AID ADVISOR
(GRADE 10)
STUDENT FUNDING CENTRE
MEDICAL SCHOOL CAMPUS
REFERENCE: SS01/2011**

The successful candidate will be required to provide support at the Medical school Campus, to students requiring advice on application forms for Loans, Bursaries & Scholarships. As well as, comprehensive administrative support to the Howard College team headed by the Campus Manager. The successful incumbent must have sound financial, administrative, and interpersonal and communication skills.

Minimum Requirements:

- Relevant Tertiary qualification;
- 3 years' relevant experience working with the public and/or students in an administrative and financial services environment;
- Experience in financial administration, including extensive use of MS EXCEL spreadsheets;
- Able to communicate with people at all levels, in English.

Advantages:

- Ability to communicate at all levels in IsiZulu

Total Remuneration package: R144,000 to R216,000 per annum.

The closing date for receipt of applications is 9th February 2011.

Applicants are required to complete the relevant application form which is available on the Vacancies page of the University website at www.ukzn.ac.za.

Completed forms must be sent to recruitment-support1@ukzn.ac.za

Please state the advert reference number in the subject line.