

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution.

STUDENT SERVICES DIVISION
CO-ORDINATOR: LOAN CLAIMS & TRAINING
(PEROMNES GRADE 9)

REF NO.: SS04/2016

The Co-ordinator: Loan Claims and Training handles the submission of NSFAS loan and bursary claims to NSFAS for all NSFAS and University loans. Responsibilities include: identifying the training needs of the team and arranging appropriate training; preparing loans information material and presentations relating to loans procedures and policies and communicating these; and supporting the Manager: Loan Funds.

Minimum Requirements:

- Relevant 3-year qualification (National Diploma or Degree)
- Three (3) years' experience at an appropriate level in the banking sector, or related tertiary education sector, and including working with the public and middle management
- Experience in financial management and / or control using appropriate software systems
- Interpersonal and communication skills (both verbal and written) at middle management level.

Advantages:

- Ability to communicate in isiZulu.

The total remuneration package offered includes benefits. Appointment is on Conditions of Service 2012.

The closing date for receipt of applications is 8 February 2016.

Applicants are required to complete the official application form ("application form – support") which is available on the Vacancies website at www.ukzn.ac.za.

Completed forms may be sent to recruitment-jm@ukzn.ac.za.

Advert Reference Number MUST be clearly stated in the subject line