

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.

STUDENT SERVICES DIVISION

**HEAD: BURSARIES
STUDENT FUNDING
(PEROMNES GRADE 8)
WESTVILLE**

REF NO.: SS10/2016

The incumbent manages processes to administer bursary funds for students, coordinates the service provided to donors who sponsor students, and controls the bursary accounts in the portfolio. Bursary allocations from deceased estates, trust funds and social responsibility programmes are also managed by the incumbent, requiring system selection and administering data for the bursary committee. S/he assists portfolio managers in College with decision-making, provision of statistics to management, and technical oversight of software requirements relating to application and payment processes.

Minimum Requirements:

- Degree with Information Technology, Business Administration OR related fields;
- Five (5) years' experience at an appropriate level in the banking or tertiary education sector including working with the public and middle management;
- Proven experience in initiating and follow through on implementation of financial software systems;
- Experience in financial management/control, using appropriate software systems;
- Knowledge of the National Credit Act;
- 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 30 June 2016.

Applicants are required to complete the official application form ("application form – < >") 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.

Applicants who do not hear from us within 6 weeks of the closing date, should consider their application unsuccessful.