

**STUDENT SERVICES  
Bursary Administrator  
(GRADE 10)  
STUDENT FUNDING  
WESTVILLE  
SF2/2014  
3 Months Fixed Term Appointment**

The incumbent will provide specialist administrative support to the Head: Bursaries, especially as it relates to College Bursary processing and Internal Bursary funding administration. The job also involves the sourcing of appropriate students through database searches and the necessary preparations with regard to the Award sub-committee meetings. In addition, the incumbent will also assist with the appropriate checks to ensure that payments are processed as per sponsor's mandate. Furthermore, to communicate nominations with Sponsors and to provide progress reports to Trustees of the several Trust Funds as well as to facilitate the communications with students on behalf of the Bursary section. The Bursary database must also be kept up to date.

The incumbent will report to the Head: Bursaries.

**Minimum Requirements:**

- Degree preferably with Business related Courses
- 3 years in Financial business related environment working with databases and communications with clients
- Computer skills in MSWORD , XCEL spreadsheets
- Good communication skills in English and IsiZulu.

**Total Remuneration package: R12 250, 00 per month. No additional benefits.**

**The closing date for receipt of applications is 9 June 2014.**

**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](http://www.ukzn.ac.za).**

**Completed forms must be emailed to Sipiwe Mathonsi (Mrs.) at: [mathonsis@ukzn.ac.za](mailto:mathonsis@ukzn.ac.za)**

**Please state the advert reference number in the subject line.**