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.

COLLEGE OF HUMANITIES

FINANCIAL AID ADVISOR (PEROMNES GRADE 10)

COLLEGE STUDENT FUNDING

EDGEWOOD COLLEGE CAMPUS

REF NO.: HUM15/2017

The successful candidate will report to the Senior Advisor and will provide administrative and advisory services to students in respect of: funding loans, bursaries and scholarships.

MINIMUM REQUIREMENTS

- A relevant 3 year National Diploma in a Business related area;
- Three-year relevant experience working with the Public and/or students in a public service/financial environment;
- Experience in financial administration, including extensive use of MS Word and MS Excel spread sheets;
- Knowledge of the National Credit Act;
- Knowledge of Integrated Software System.

Shortlisted candidates may be required to undergo a skills test.

The remuneration package offered includes benefits.

Appointment to these positions will be on the January 2012 Conditions of Service

The closing date for receipt of applications is 27 June 2017.

Enquiries and details regarding this post may be directed to Nompilo Mthembu, e-mail: mthembun@ukzn.ac.za

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 may be sent to Recruitment-humanities@ukzn.ac.za