

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the Intention to promote representivity within the Institution. Preference will be given to applicants from the designated groups in accordance with our Employment Equity Plan.**

**COLLEGE OF LAW AND MANAGEMENT STUDIES**

**COLLEGE OFFICE STUDENT ACADEMIC SERVICES**

**STUDENT FUNDING ADVISOR (GRADE 10)  
ONE YEAR FIXED TERM CONTRACT**

**HOWARD COLLEGE CAMPUS**

**REFERENCE NO: LMS/CSF 6/2024**

The College Student Funding office seeks to appoint a Student Funding Advisor on a twelve-month contract. The successful incumbent will be required to provide financial advisory, professional and efficient administrative services to students and other stakeholders.

The incumbent will provide financial, administrative, student and secretarial support to the College Student Funding and Academic Services' Office. The duties will include; engaging with sponsors, NSFAS and academic/administrative offices; facilitating and assisting with NSFAS and other bursaries' queries, claims and applications and facilitating fee remission processes. The incumbent will also be expected to undertake general administration, dealing with email and telephonic queries, assisting students requiring financial aid and financial aid advice, and any other tasks as delegated by the Senior Advisor/Student Funding Officer. They will be expected to provide a professional and efficient administrative service to students and other stakeholders with a 48 hour turnaround. The incumbent must be proficient in English, and will be required to have a high level of competency in systems such as Outlook, Teams, MS Word, Excel and spreadsheets; and good interpersonal, communication and writing skills. The incumbent must also have experience with working on ITS.

This position requires an individual who has the ability to pay close attention to detail, to work independently and accurately under pressure. They should also have excellent interpersonal and organisational skills, and able to work in teams and be driven by meeting tight deadlines.

The incumbent will report to the Senior Funding Advisor.

**Minimum Requirements**

- A relevant 3 -year Qualification/ National Diploma in a Business-related area.
- 3 years' relevant experience working with the Public and/or students in a public service/financial environment
- Experience in financial administration, including extensive use of Outlook, MSWord and spreadsheets (Excel).
- Experience with working with ITS
- Knowledge of the National Credit Act.

**Communication will be limited to the short-listed candidates.**

Short-listed candidates may be required to undergo a skills test.

**The remuneration will be in accordance with the University's policy on fixed term appointments.**

Enquiries and details regarding this post, as well as requests for the job profile may be directed to

the Senior Funding Advisor Mr Bongumusa Gasa on [gasa@ukzn.ac.za](mailto:gasa@ukzn.ac.za) .

**The closing date for receipt of applications is 17 June 2024.**

The university reserves the right not to make an appointment.

**Applicants are required to complete the relevant application form (application form - support) which is available on the Vacancies page**

<http://vacancies.ukzn.ac.za/Home.aspx> of the University website at [www.ukzn.ac.za](http://www.ukzn.ac.za).

**Completed application forms may be sent to [CollegeOfficeLMs@ukzn.ac.za](mailto:CollegeOfficeLMs@ukzn.ac.za)**

**Advert Reference Number MUST be clearly stated in the subject line.**