

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: LOAN FUNDS
STUDENT FUNDING
(PEROMNES GRADE 7)
WESTVILLE**

REF NO.: SS17/2016

The Head of Loan Funds handles the loan allocations process and manages related processes conducted by staff who administer Loan Funds for students - mainly UKZN Loan Funding and NSFAS Loans/Bursary Funding.

S/he coordinates the provision of the loan funding services, controls the Loan Fund accounts in the portfolio, and provides Loan Funding Reports and statistics to the Student Services Council and NSFAS. The incumbent plays a key role in Student Funding management and is also required to assist with the technical oversight of software requirements as this relates to the applications process and loan payment and claims processes.

Minimum Requirements:

- A relevant post-graduate qualification (at least post-graduate Diploma) preferably in the financial field or management;
- Five (5) years' experience at middle-management level in the banking sector or relevant tertiary education sector, including working with the public and middle management;
- Proven experience in drawing up specifications for software requirements;
- Extensive experience in financial management and financial reporting;
- Experience in using appropriate software systems as well as responsibility of the technical oversight thereof;
- Interpersonal and communication skills (both verbal and written) at Middle-management level;
- Knowledge of the National Credit Act.

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

The closing date for receipt of applications is 17 November 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.