**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.**

**STUDENT SERVICES DIVISION**

**COORDINATOR**

**FINANCIAL AID APPLICATIONS & FEE REMISSIONS**

**(PEROMNES GRADE 9)**

**STUDENT FUNDING**

**WESTVILLE**

**REF NO. SS07/2022**

The University requires an energetic individual to co-ordinate the applications process for Financial Aid university-wide. This will include NSFAS On Line applications. The incumbent will oversee the checking of applications for financial aid as well as the means testing process, verification and data capturing of applications; co-ordinate the auditing of financial aid applications received by the Financial Aid Advisors; co-ordinate the roll out process university-wide for students to complete NSFAS Agreement forms and process NSFAS DHET General Funding payments received from NSFAS. As part of the NSFAS management team within the student funding department, the incumbent will play a key role in supporting the Head: NSFAS Funding and will be required to provide statistics on financial aid applications. The job also involves the payments of post-graduate fee remission.

**Minimum Requirements**:

* Matric plus a relevant 3-year qualification with Commerce or Business majors.
* Three (3) years’ experience at an appropriate level, in the banking sector or a related tertiary education institution or the finance/ funding sector, including working with the public and middle management.
* Experience in financial management or financial control using appropriate software systems.
* Interpersonal and communication skills (both verbal and written).
* Knowledge of National Credit Act .

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

**The total remuneration package offered includes benefits.**

**The closing date for receipt of applications is 4 November 2022.**

**Please copy the following link into your browser to apply https://ukzn.ci.hr**