

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 LAW AND MANAGEMENT STUDIES

COLLEGE OFFICE

**SENIOR ADVISOR: FINANCIAL AID – 1 Post
(PEROMNES GRADE 9)**

WESTVILLE CAMPUS

REFERENCE NO: LM06/2016

The incumbent will be responsible for overseeing and leading the College's Financial Aid offices (and staff), including dealing with data quality. In addition, the incumbent will be expected to provide an advisory and administrative service to students in terms of student funding (Loans, Bursaries and/or Scholarships).

The incumbent will report to the Manager: College Academic Administration

Minimum Requirements:

- Grade 12; and
- A relevant three year post Matric qualification, for example business related Diploma or Degree
- Knowledge of the Consumer Protection Act and the national Credit Act
- Knowledge of NSFAS, and Loan and Bursary processes
- Proven appropriate computer skills (Including Excel and iTS)
- Experience in financial administration

Advantages:

- Experience in supervising staff

Enquiries and details regarding this post, as well as requests for the job profile may be directed to **Mrs Lindiwe Ntshangase**, 0312608764 or e-mail: Ntshangasel@ukzn.ac.za

Appointment to this post will be on the January 2012 Conditions of Service.

The remuneration package offered includes benefits and will be dependent on the qualifications and/or experience of the successful applicant.

Shortlisted candidates may be expected to undergo a skills test

The closing date for receipt of applications is Friday, 07 October 2016

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-landm@ukzn.ac.za

Please state the advert reference number in your subject line.

