**The University of KwaZulu-Natal is committed to employment equity**

 **STUDENT SERVICES**

**Senior Bursary Administrator (6 Months Fixed Appointment)**

**(GRADE 9)**

**STUDENT FUNDING**

**WESTVILLE**

**SF1/2018**

The incumbent will provide specialist administrative support to the Head: Bursaries, especially as it relates to College Bursary processing and Internal Bursary funding administration.

The job also involves the sourcing of appropriate students through database searches and the necessary preparations with regard to the Award sub-committee meetings. In addition, the incumbent will also assist with the appropriate checks to ensure that payments are processed as per sponsor’s mandate. Furthermore, to communicate nominations with sponsors and to provide progress reports to Trustees of the several Trust Funds as well as to facilitate the communications with students on behalf of the Bursary section.

The Bursary database must also be kept up to date.

The incumbent will also be expected to provide administrative support in respect of College/School bursary administrative processes.

The incumbent will report to the Head: Bursaries.

**Minimum Requirements:**

* 3 Year qualification preferably with modules in Accounting or Book Keeping (elective or major)
* 3 years’ experience in a Financial business related environment (Corporate or University) working with the public
* Computer skills in MSWORD , XCEL spreadsheets and data base packages
* Good communication skills – verbal and written as well as good customer service skills

**Advantages:**

* Knowledge of the ITS Computer System
* Staff supervision experience

**Remuneration package is R17 199, 00 per month. No additional benefits**

**The closing date for receipt of applications is Monday 25 June 2018 at 12h00 (noon).**

**Applicants are required to complete the relevant application form that is available on the Vacancies page of the University website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**.**

**Completed forms must be emailed to Ashika Mariemuthoo at:** **Mariemuthoo@ukzn.ac.za** **Please state the advert reference number in the subject line.**