

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 including people with disabilities.

INTERNAL ADVERT:

This placement will be in line with the approved Guidelines applicable to all university staff who are appointed to university establishment and funded posts, and who are as a result of Project Renewal, having to be considered for placement in posts in the new university organisational structure, which are now fewer in number, or in some respects different to their original posts held in the previous organisational structure. Preference will be given to candidates who meet the minimum requirements and have the required competencies for the positions under consideration as per the applicable job profile.

FINANCE DIVISION

**SENIOR BURSARY OFFICER
FINANCIAL REPORTING AND STUDENT FINANCE
(STUDENT FUNDING SECTION)
(PEROMNES GRADE 9)
WESTVILLE CAMPUS
REF.NO.UKZN_000751**

The main purpose of the job is to provide specialist administrative support to the Head of Bursaries as regards the administration of Internal Bursaries. A key responsibility is co-ordinating nominations for external bursaries in accordance with criteria prescribed by sponsors. The job also involves the preparations of schedules of student data for the Bursary Awards Sub-committee meetings. An additional function of the job is to maintain the Student Funding website and database in respect of current bursary information.

Main Responsibilities include:

Internal and external bursary administration
Preparation of documentation for award sub-committee meetings for bursaries
Prepare nomination lists for bursary donors
Administration in respect of bursary awards
Donor communications
Maintaining the Student Funding website and on-line database

Minimum Requirements:

- Three-year qualification preferably with Management studies, Accountancy or Business related qualification.
- 3 years' work experience in financial administration business-related environment working with databases and interaction with clients.
- Minimum of 24 months experience working with bursary administration
- MS Excel knowledgeable (at least intermediate level)
- Knowledge of ITS database programmes for extraction of data.

The closing date for receipt of applications is Thursday 05 February 2026.

To apply please click on the link <https://ukzn.ci.hr/applicant/index.php> OR visit the career portal on <https://ukzn.ac.za/>

Enquiries and details regarding this post, as well as the request for the job profile may be directed to Ms Cynthia Mbuli on Email: mbulic@ukzn.ac.za

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.

1. Please do not send us copies of your degree and other certificates. We will request certified copies if you are short listed for interview.
2. Please read the advertisement carefully. We do not consider applicants who do not meet the minimum requirements.
3. The University is committed to Employment Equity.
4. The University reserves the right not to fill a vacancy.
5. Should you not hear from us within six weeks of the closing date, please assume you are unsuccessful
6. Please familiarise yourself with the University's Section 18 Notice regarding the processing of your Personal Information.