

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

**HEAD OF CAMPUS (SENIOR FUNDING ADVISOR):
FINANCIAL REPORTING AND STUDENT FINANCE
(STUDENT FUNDING SECTION)
(PEROMNES GRADE 9)
PIETERMARITZBURG CAMPUS
REF.NO.UKZN_000752**

The main purpose of the job is to provide leadership and oversight to the Student Funding team at the Pietermaritzburg campus. A key responsibility is monitoring the quality of work output by the team and adherence to due dates. The role also requires close collaboration with the portfolio heads for Scholarships, Bursaries and NSFAS funding in the Student Funding Central Office. The incumbent also provides staff training and ensures efficient service provision by the team to students, sponsors and all other internal and external stakeholders.

Main Responsibilities include:

Staff supervision and performance management.
Quality control of tasks completed by the team.
Close collaboration with Student Funding portfolio heads in the Student Funding Central Office.
First level approval of refunds to students and sponsors.
Staff Training.
Ensuring good customer service to stakeholders.

Minimum Requirements:

- Three-year qualification (national diploma or degree) with either finance or business-related modules
- 5 years year relevant experience. Of which 36 months must be in a Financial business-related environment working with databases and interaction with clients
- 1 year experience in team supervision.
- Working knowledge of MS Excel
- Experience working with ITS database programmes

The closing date for receipt of applications is Thursday 05 March 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

This is an internal advert, and to apply, click on **employees**, in the Career portal, validate using your id.no. and apply on the advert (**PS. you will only view adverts once you have done the validation**).

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.