



**UNIVERSITY OF
ZULULAND**

The University of Zululand subscribes to the principles embedded in the Employment Equity Act

**FINANCE DIRECTORATE
BURSARY OFFICER
REFERENCE NUMBER: 2020/07/MA05
GRADE 9**

The purpose of this position is to co-ordinate the bursaries administration function within the Financial Aid department. The role is responsible for ensuring that bursaries are administered in line with both sponsor terms and conditions and University policies and procedures.

KEY ACTIVITIES

- Bursary Administration, Co-ordination and Supervision.
- Stakeholder Liaison and Relationship Management.
- Sourcing of Candidates for Donor Bursaries.
- Student Consultation.

MINIMUM REQUIREMENTS

- National Diploma or Bachelor's Degree in Accounting or relevant field
- Four (4) years' relevant experience.
- Postgraduate qualification and experience in relevant field would be a recommendation.

OTHER REQUIREMENTS

Knowledge

- Financial and accounting principles
- Knowledge of an ERP system (ITS system - Bursaries and Loans module, not for recruitment purposes)
- Understanding of audit processes

Skills

- Communication verbal and written
- Planning and organisational skills
- Administrative ability
- Computer skills - Microsoft Excel and Microsoft Word
- Problem solving

Behavior / Attributes

- Professional integrity and ethics
- Analytical Thinking
- Managing Complexity
- Quality Orientated
- Personal Execution and Delivery
- Focus and Follow Through

CLOSING DATE: 19 July 2020

The University reserves the right not to make an appointment in the position or level as advertised.

To apply please log on to PNET (www.pnet.co.za) and submit your application. **The University will not accept any applications directly or through any other means.**

Please note in terms of the Universities recruitment policy preference will be given to South African citizens. UNIZULU is committed to employment equity and equal opportunity. Communication will only be entered into with shortlisted candidates.