



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Ehlanzeni TVET College

Ehlanzeni TVET College invites all suitable qualified candidates to apply for the following vacant posts:

FINANCIAL AID OFFICER
SALARY LEVEL: SL8
SALARY: R299709-R353403 PER ANNUM
CENTRAL OFFICE
REF NO: EHL11/2019

JOB PURPOSE

To maintain an accurate and efficient business management information system (BMS) for the College. To ensure the integrity of college data.

KEY PERFORMANCE AREAS

Bursary Application administration: Maintain a database of all student applications in terms of Department of higher Education and Training and NSFAS requirements. Maintain a database of all student applications in terms of the college bursary requirements.

Communication to students regarding application: Log and submit all applications and ensure all required information has been included specifically regarding allowances and application of Bursary rules and guidelines regarding the eligibility for transport or accommodation allowances.

Communication with NSFAS and students regarding allowances allocation: Notify Student Support Officers of application gaps and non-compliance. Monitor bursary and other awards in conjunction with the finance portfolio and ensure college policy and procedural compliance.

Reconciliation of allocations and payments: Submit reports to Financial Aid Committee. Monthly claim file with all relevant supporting documents to central office (FAO).

Financial Aid Options: Explore financial aid opportunities for students including all bursaries, scholarships and employer bursaries. Update and maintain records of students progress for bursary administration purposes. Maintain information on scheme requirements contact details and application guidelines. Maintain a database of key contacts and references for financial aid enquiries and advice.

Office Administration: Maintain filing and records. Administer the requisition and utilization of office equipment, consumables and furniture

REQUIREMENTS

- National Diploma or equivalent in Financial Management
- 1 - 2 years experience in general administration
- Proven transactional experience on ITS will be an advantage
- Knowledge of the public sector, its regulatory and legislative framework and administration procedures
- Computer Skills (advanced Excel)

PLEASE NOTE THE FOLLOWING:

Relevant Employment Acts will be considered when filling this position. Application should be submitted on form Z83 obtainable from any Public Services Departments, stating the relevant reference number, a recent updated CV, as well as certified copies of all qualifications including academic record, ID document and driver's license. Failure to submit the requested documents will result in your application not being considered. No faxed applications will be considered. The College reserves the right to withdraw the post at any time. Communication will only be entered into with short-listed and the successful candidates. If you have not heard from us within 3 months after the closing date, please accept that your application has been unsuccessful. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

ENQUIRIES: Ms. Patricia Duma (013) 752 7105. Kindly forward all applications to: The Principal, Ehlanzeni TVET College, Private Bag X11297, Nelspruit, 1200 or hand - deliver to the Corporate Centre at 29 Bell Street, Nelspruit, 1200.

CLOSING DATE: 23 April 2019