

POST 14 : BURSARY CLERK X2
SALARY : R216 417 PER ANNUM PLUS 37% IN LIEU OF BENEFITS (SL 5)
DURATION : 3 YEAR CONTRACT
CENTRE : ALIWAL NORTH ENGINEERING CAMPUS (REF NO: ANE17/1/25)
Email Address : bursaryclerk1725@ikhala.edu.za
CENTRE : STERKSPRUIT CAMPUS (REF NO: SSE18/1/25)
Email Address : bursaryclerk1825@ikhala.edu.za

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent. Minimum of 0–1-year experience in Education/Teaching and Learning environment/ Administration within education space or related field. Computer Literacy.

KNOWLEDGE & COMPETENCIES: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures, and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (Persal; Coltech etc.). Computer skills; Planning and organizing; Good verbal and written communication; Basic numeracy skills; Accuracy & Aptitudes of figures

DUTIES: Assist with the coordination of bursary application processes. Assist with coordinating and monitoring of financial aid processes. Assist with analyzing the NSFAS provisionally funded students. Assist with the coordination of bursary allocations. Assist with the coordination of providing feedback to students relating to the progress of the bursary process as communicated by NSFAS. Assist in reporting on all bursary allocations and progress.