



## SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

### DEPARTMENT OF FINANCE

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunities below:

**Head: Financial Aid and Bursaries (1 post)**  
**Ref: 66/2024/NGM/P7**

The University is looking for a dynamic and energetic individual who will be responsible for supporting the Deputy Director: Revenue through the management of the financial aid and bursaries sections. Further responsibilities include people management and reporting. The incumbent reports to the Deputy Director: Revenue, and must meet the requirements, competencies, and be responsible for the key performance areas listed below:

#### REQUIREMENTS

- BCom Hons
- At least six (6) to eight (8) years related experience
- Registration with a Professional Accounting body
- CIMA will be an added advantage
- Good knowledge of the Financial Aid Office and/or Credit Management functions in a University setup is a recommendation
- Ability to function with various teams with effective interpersonal and communication skills
- Willingness to work out of normal working hours when necessary
- Excellent management and record keeping skills
- Excellent computer literacy (MS Office Suite)
- Ability to work under pressure

#### COMPETENCIES

- Technical/professional knowledge and skill
- Resource management
- Personal Integrity, punctuality and reliability
- People management including performance management
- Interpersonal relationships
- Quality assurance and risk management
- Corporate governance

- Decision-making and problem solving
- Communication and presentation skills
- Client/student service orientation

### **KEY PERFORMANCE AREAS**

- Implement NSFAS policies, procedures and protocols
- Develop and propose operations, policy and procedure for approval and implementation for the financial aid department
- Ensure that the said operations and procedures are regularly adapted so as to keep up with changing circumstances and needs
- Orientate and train relevant SMU employees and students on NSFAS and Bursary management policies, procedures and protocols
- Ensure job descriptions and regularly updated for all positions directly reporting to this portfolio
- Ensure fair allocation of workloads
- Take responsibility for performance agreements for employees directly reporting to the Deputy Director: Revenue
- Manage employee training, development, coaching and mentoring
- Manage employment relations (grievance, discipline and conflict resolution)
- Administer employee leave
- Contribute to the overall development of SMU and actively improve Institutional culture
- Perform any other official duties as directed by the Line Manager

**Closing date: 30 August 2024**

**Applications through Employment Agencies will not be considered.**

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Mrs NG Motsamai, by e-mail to [hr.recruitment1@smu.ac.za](mailto:hr.recruitment1@smu.ac.za)

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

*Telephonic enquiries regarding conditions of service: (012) 521-3893*

**The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.**

**Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.**

***The university reserves the right not to make or not to make an appointment.***