



## SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

### FINANCE DEPARTMENT

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 opportunity below.

#### **Financial Aid Officer (1 Post)**

*Ref: 15/2026/NGM/P11*

The University is seeking a dynamic and energetic individual with exceptional attention to detail to assist the Head of Department in the effective administration of financial aid and bursaries. The successful incumbent will report directly to the Head: Financial Aid and Bursaries and will be expected to meet the specified requirements, demonstrate the necessary competencies, and carry out the key performance areas outlined below:

#### **MINIMUM REQUIREMENTS**

- Degree in Accounting (BCom Accounting/Bachelor of Accounting Science)
- Minimum three (3) years of relevant experience in a finance related environment
- Experience in financial aid and bursary administration will be a distinct advantage
- Working knowledge of the Integrated Tertiary System (ITS) is highly recommended
- Proven experience in compiling financial reports and performing General Ledger reconciliations
- Demonstrated knowledge and understanding of quality assurance processes and risk management principles
- Familiarity with corporate governance frameworks and their application in the public or higher education sector
- A sound understanding of NSFAS policies, procedures, and general bursary administration
- Proficiency in Microsoft Excel (Advanced Excel skills will be a distinct advantage)

#### **COMPETENCIES**

- Meticulous Attention to detail
- Good communication and interpersonal skills
- Good decision-making and problem-solving skills
- Client / student service orientation

- Ability to maintain confidentiality at all times
- Ability to handle multiple tasks professionally
- Ability to work under pressure

#### **KEY PERFORMANCE AREAS**

- Administer bursary processes for both private and public sponsors
- Liaise and maintain professional relationships with various sponsors, including NGOs, Private entities, NSF, and SETAs etc.
- Maintain accurate sponsor and student records on the Integrated Tertiary System (ITS)
- Compile and submit reports as required by sponsors
- Respond promptly to general and specific enquiries from students and sponsors
- Engage with external funders to ensure coordinated support and funding continuity
- Maintain an organised and efficient filing system for all sponsor-related correspondence
- Perform ad-hoc tasks and contribute actively to team efforts
- Handle multiple tasks and enquiries with professionalism and strict confidentiality
- Provide sponsors with accurate invoices, fee statements, and academic results
- Compile monthly financial reports and perform General Ledger reconciliations
- Support the strategic goals of Sefako Makgatho Health Sciences University (SMU) and contribute to the enhancement of its institutional culture
- Carry out any other duties as assigned by the Line Manager

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**Closing date: 18 March 2026**

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 applications in MS Word format to [hr.recruitment7@smu.ac.za](mailto:hr.recruitment7@smu.ac.za) by no later than 16h00 on the closing date as stated on the advert.

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 an appointment.**