Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) Campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow overfrom the Drakensberg Mountain.

According to our ENVISION2030 strategy, DUT's DNA has two strands, namely *'people-centred and engaged'* and *'innovative and entrepreneurial'*. These are interwoven intrinsically by a number of double pairs consisting of *'valuesand principles'* that bind our double-helix together. The extrinsic expression of our DNA is via *The DUT-Way*; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that has been recognized recently when *The Times Higher Education's World University Rankings* placed DUT within the top 500 of Universities in the world and within the top 5 universities inSouth Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful

engagement internally and externally in service of our localities, the region and the country at large.

DEPARTMENT OF FINANCIAL AID AND DEPARTMENT OF STUDENT HOUSING
IT SPECIALIST – POST REF.: FA14
Minimum Requirements
- M + 3 Degree Computer Science

Added Recommendation
- B Tech Information Technology.

Experience
- 3 Years relevant experience
- Advanced Excel Skills
- Computer Proficiency
- 1 Year ITS System
- 1 Year experience with One-drive
- Experience with SharePoint

Knowledge
- Accounting.
- Financial Aid Policies.
- Higher Education Sector.

Special Requirements
- Good Communication Skills.

Duties
- Provide the necessary IT Support for the Financial Aid/Housing Departments.
- Maintain and update systems.
- Develop and maintain Financial Aid SharePoint site
- Extraction of Financial Aid data & Statistics on an ongoing basis.
- Develop / implement programmes in terms of DUT/ NSFAS/ DHET requirements.
- Maintain online filing system for the department.
- Preform any other duties as assigned by the Manager.

Grade: 08
Status of Position: Permanent
Salary Scale : R336 648.00 per annum (gross) min – R563 592.00 per annum (gross) max

Applications should include:
1. A fully completed prescribed application form which can be obtained from www.dut.ac.za (under the **QUICK LINKS** tab - @careers)
2. A detailed curriculum vita (explicitly stating experience or knowledge in the above mentioned fields)
3. Covering letter.
4. Certified copies of all academic records and certificates/degrees
5. Current contact information of referees.
6. Incomplete application will not be considered.
7. Please email applications to careers@dut.ac.za and quote the post reference and post description **in the subject line.**
8. No manual applications will be accepted and **incomplete applications** will be disregarded.
9. Only applications made on our application for employment form would be considered.
10. Communication will be entered into with short-listed candidates only.

CLOSING DATE: 01 APRIL 2022

"While DUT strives for equal opportunities, preference will be in terms of the

University's equity policy"

"The University reserves the right not to appoint"