



BURSARY OFFICER

Career Wise is looking to appoint a suitably qualified graduate with strong interpersonal and administrative skills required to recruit and mentor bursary students nationally on behalf of our leading corporate clients. This is a contractual position based in Milpark Johannesburg. The successful candidate will be required to travel throughout South Africa and work overtime when required.

Job Summary:

- Recruit (i.e., screen, interview and select) suitable candidates for available funding using the company's Bursary Management System
- Maintain student documents on the company's Document Management System
- Interpret and analyse student results and fee statements
- Prepare Client Reports
- Provide general team assistance where required
- Liaise with students and institutions
- Provide student mentorship
- Co-ordinate student payments
- Adhere to privacy policy and data security in carrying out all functions

Minimum Criteria Required:

- Tertiary qualification within the faculty of humanities, social sciences or commerce
- Driver's licence
- Microsoft Office (i.e., Word, Excel, Outlook & Teams) proficient
- Ability to work under pressure
- Ability to work as part of a team
- Excellent written and spoken English communication skills

Application Instructions:

- Please navigate to the "Careers Platform" in the menu tab of our website. [Register your profile](https://careerwise.co.za/profile-registration/) at <https://careerwise.co.za/profile-registration/> then login to complete your [profile](#). Please note you will receive an email to confirm your successful registration. Your ID number and Password will be used to login. Your profile will allow you to track the status of your application throughout the recruitment process.

Closing Date: 22nd April 2022

If you have not heard from us by 29th April 2022, please consider your application unsuccessful. Incomplete applications and applicants not meeting minimum requirements will not be considered.

Candidates that are invited to interviews will need to produce their vaccination certificate.

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