The University of Johannesburg invites suitably qualified individuals to apply for the position of SENIOR MANAGER: FACULTY COORDINATION, for which the following qualifications are required:

**Minimum Requirements:**
- A Master’s degree in a relevant field.
- At least 5 years’ relevant experience in administrative roles.
- Experience in management or coordination roles.
- Strong people management and interpersonal skills.

**Additional Requirements:**
- A Ph.D. degree in a relevant field will be an advantage.
- A thorough understanding of the Higher Education Sector.

**Key Performance Areas:**
- To ensure the smooth running of the Faculty Co-ordination department.
- To provide leadership and direction to the Faculty Co-ordination team.
- To manage all faculty co-ordination activities, including academic teaching and research.

**Responsibilities:**
- To provide administrative support to the Dean and Head of School.
- To oversee the day-to-day operations of the Faculty Co-ordination department.
- To ensure compliance with all relevant policies and procedures.

**Closing Date:**
MONDAY, 30 OCTOBER 2017 AT 12H00.

**How to Apply:**
- Visit the University's official careers website at [http://jobs.uj.ac.za](http://jobs.uj.ac.za) and complete the online application form.
- Submit a detailed Curriculum Vitae (CV), covering letter, and names of two referees.

For further information regarding requirements and duties, please contact the Human Resources Department on 011 772 0783/4. Applications that do not meet the minimum requirements will not be considered.

**IMPORTANT:**
- Applicants who have not heard from the University by 14 November 2017 can regard their application as unsuccessful.
- The University is an equal opportunity employer.
- Preference will be given to registered disabled persons and persons who are Tony’s and rural residents.

The University of Johannesburg is an equal opportunity employer committed to the representation of female and black candidates and people with disabilities.

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**Positions Available at ABSA Bank Limited**

1. **Chief Financial Officer (CFO)**
   - **Responsibilities:**
     - Lead the finance function and ensure compliance with all relevant laws and regulations.
     - Prepare and present financial reports to the Board and management.
     - Oversee the budgeting and forecasting processes.
   - **Qualifications:**
     - A Bachelor's degree in Accounting or Finance.
     - A Master’s degree in Accounting or Finance is an advantage.
     - A professional qualification such as ACCA, CFA or CPA.

2. **Senior Credit Analyst**
   - **Responsibilities:**
     - Analyze credit risk and develop strategies to mitigate it.
     - Prepare credit reports and presentations.
     - Evaluate loan applications and make recommendations.
   - **Qualifications:**
     - A Bachelor's degree in Business Administration or Finance.
     - A Master’s degree in Finance or Economics is an advantage.
     - At least 5 years’ experience in credit analysis.

For further information, please contact: [hr@absl.co.za](mailto:hr@absl.co.za)

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**Positions Available at Standard Bank**

1. **Head of Risk Management**
   - **Responsibilities:**
     - Develop and implement risk management strategies.
     - Oversee the monitoring and reporting of risk exposure.
     - Establish and maintain strong relationships with key stakeholders.
   - **Qualifications:**
     - A Bachelor's degree in Business Administration or Finance.
     - A Master’s degree in Finance or Economics is an advantage.
     - At least 10 years’ experience in risk management.

2. **Loan Officer**
   - **Responsibilities:**
     - Assess loan applications and make lending decisions.
     - Develop and maintain good customer relationships.
     - Ensure compliance with all relevant laws and regulations.
   - **Qualifications:**
     - A Bachelor's degree in Business Administration or Finance.
     - At least 3 years’ experience in banking or finance.

For further information, please contact: [hr@standardbank.co.za](mailto:hr@standardbank.co.za)

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**Positions Available at Absa Insurance**

1. **Actuarial Analyst**
   - **Responsibilities:**
     - Analyze and interpret data to determine insurance premium rates.
     - Develop and implement risk management strategies.
     - Prepare reports and presentations for management.
   - **Qualifications:**
     - A Bachelor's degree in Actuarial Science.
     - A Master’s degree in Actuarial Science is an advantage.
     - At least 2 years’ experience in actuarial analysis.

2. **Customer Service Representative**
   - **Responsibilities:**
     - Provide excellent customer service to clients.
     - Resolve customer issues and concerns.
     - Ensure compliance with all relevant laws and regulations.
   - **Qualifications:**
     - A Diploma in Business Administration or Finance.
     - At least 1 year’s experience in customer service.

For further information, please contact: [hr@absa.com](mailto:hr@absa.com)