

UNIVERSITY OF SOUTH AFRICA

**PORTFOLIO: REGISTRAR
STUDENT AFFAIRS AND REGIONAL SERVICES
EASTERN CAPE REGION
Trainee Career Guidance Practitioner (Intern)
1 YEAR INTERNSHIP**

Port Elizabeth Regional Centre x2

(Ref: PE/ECTCGP/INTERN/SM2020)

The purpose of this position is to develop skills that enables the provision of career guidance and learning support to a wide variety of clients (including current and prospective students). The support is provided within the Framework for Student Support and the Model for Counselling and Academic Support in an ODL context. Multi model support is provided to individuals and groups (face to face, telephone and email).

Minimum Requirements:

- Matric plus a completed three-year degree in Psychology and/or Industrial and Organizational Psychology.
- Completed Honours Degree OR Current registration at UNISA for the Honours degree IN Psychology or Industrial and Organizational Psychology.
- At least one (1) year relevant experience in a Counselling and or Student support context

Knowledge:

- Knowledge of Unisa information (as evaluated with the Information Management Assessment)
- Knowledge of career information (as evaluated with the Information Management Assessment)
- Ability to work independently and under pressure.
- Proficiency in writing and speaking English and good communication and interpersonal skills.
- Problem solving skills with regard to learner support such as career, degree and subject choice, study methods, exam preparation and portfolio writing.
- Computer Literacy (MS Office suite including Outlook, MS Word, MS Excel, MS PowerPoint, internet)

Duties

- Basic career, counselling and learning skills guidance to registered and prospective students
- General administration and management skills development
- Professional development

Assumption of duty : As soon as possible
Salary : R92 546.00 p.a
Closing date : 28 January 2020

Enquiries: 043 709 0424 Ms SL Mbanjwa (HR Coordinator: Eastern Cape)
041 392 0117 Dr J Ndlela (Student Counsellor: Port Elizabeth)

- The completed prescribed application form must be accompanied by a **COMPREHENSIVE CURRICULUM VITAE** and **ORIGINAL** certified copies (within the previous three months) of;
 - All educational qualifications,
 - Identity document; and
 - proof of SAQA verification of *foreign qualifications* (if applicable)
- The contact details of three contactable references must be provided.
- The prescribed application form obtainable from <http://www.unisa.ac.za> under vacancies
- UNISA is not obliged to fill an advertised position.
- Late, incomplete and incorrect applications will not be considered.
- **Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.**

We welcome applications from Persons with Disabilities



- Applications must be submitted in an envelope clearly marked with the name of the relevant Regional Centre of Interest, the position applied for and the reference number of the position. If you apply for more than one position, each application must be in a separate envelope.
- Applications on the prescribed forms are invited and should be posted to UNISA Eastern Cape **Regional Centre of interest**, attention Ms SL Mbanjwa, addresses specified below:

- Port Elizabeth – Greyville House, Cnr Cape Road, Ring Road and Greyville Street, Green Acres, 6057

Hand delivered application forms can be deposited into the Application Boxes Situated in the following Offices:

- Port Elizabeth – Unisa Building Entrance (Security Desk)

All applications should reach UNISA on or before the closing date before 16:00.

Correspondence will be limited to **short-listed and successful** candidates only. If you have not been contacted within 2 months after the closing date of this advertisement, please accept that your application was not successful.