

UNIVERSITY OF SOUTH AFRICA

REGISTRAR
Western Cape Region
Trainee Career Guidance Practitioner
01 February 2022– 31 January 2023
(Ref: WC/TCGP/P13/2021/KS)

The purpose of this position is to develop skills that enable the provision of career 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 and is provided in a multi-modal context, including by e-mail, telephone, and face-to-face. Support can be provided to individuals or groups.

Requirements

- Matric/Grade 12 plus three (3) year Bachelor's degree in Psychology and/or Industrial and Organizational Psychology
- Current registration for the Honours degree OR Completed Honours degree in Psychology or Industrial and Organizational Psychology
- At least one (1) year relevant experience in a counselling and/or student support context.

Recommendation

- Preference will be given to Honours in Psychology or Industrial and Organizational Psychology

Knowledge, skills and abilities

- 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 in English, and good communication and interpersonal skills
- Problem solving skills with regards 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 and MS PowerPoint, Internet)
- Coordination (adjusting actions in relations to others' actions)

Duties

- Basic career, counselling and learning skills guidance
- General administration and management skills development
- Professional development

Assumption of duty: As soon as possible

Salary: Remuneration is commensurate with the seniority of the position
Closing date: 1 November 2021

Enquiries: 021 936 4163 (HR)

Applications can be emailed to saulske@unisa.ac.za

- The completed prescribed application form must be accompanied BY **COMPREHENSIVE CURRICULUM VITAE**, Driver's License and **ORIGINAL** certified copies (within the previous six months) of;
 - all educational qualifications,
 - academic transcripts/records;
 - identity document; and
 - proof of SAQA verification of foreign qualifications (if applicable)
- The contact details of three contactable references must be provided, one of whom must be form your present line manager.

The prescribed application form is obtainable from

[https://staff.unisa.ac.za/sites/intranet/default/Departments/Human-Resources-\(HR\)/Vacancies](https://staff.unisa.ac.za/sites/intranet/default/Departments/Human-Resources-(HR)/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 via email, clearly indicate the position applied for.

All applications should reach UNISA before 16h00 on the closing date.

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