

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: REGISTRAR

(Kwa- Zulu Natal Region: Durban Campus)

STUDENT COUNSELLOR (P7) Fixed Term Contract (9 Months)

(Ref: Registrar/KZN/StudCounsellor/FTC/P7/2022)

The purpose of the job is to deliver professional counselling services in the region to prospective, enrolled and exit-level students. The incumbent must:

- ✓ Assist students to realize, develop and reach their personal potential in order to maximally benefit from their educational environment,
- ✓ Participate in orientation and induction of students into the demands of distance, counsel and assist students with disabilities to adjust to distance learning/e-learning, address social concerns (e.g. stigmatising and stereotyping), and coping with emotional issues,
- ✓ Evaluate Trainee Career & Guidance Practitioners as well Student Mentors, develop and present workshops related to life, academic, career and employability skills,
- ✓ Develop online workshops for UNISA students, identify, initiate, implement and manage community outreach programmes in order to extend knowledge and skills to the community and to promote the University at large,
- ✓ Conduct research into issues identified by management, issues related to UNISA Student population, self-identified issues, trends that affect the learning environment, personal and career development.

Requirements

- A completed Honours degree in Psychology
- Registration with the Health Professions Council of South Africa (HPCSA) as a Registered counsellor (Career Counselling) or **Psychologist in a category relevant** to the work to be done in the counselling unit.
- At least five (5) years relevant experience in a Higher Education counselling environment
- A valid driver's license (Code B)

Recommendations

- Qualification in Counselling and Educational psychology
- Experience in developing / providing digital counselling services and resources
- Experience in the use of social media in an educational context

Knowledge, skills and abilities

- Knowledge of current developments in Higher Education policies and legal frameworks in South Africa and internationally
- Knowledge of HPCSA (Board of Psychology) guidelines
- The influence of technology on counselling practices in open and distance learning
- Competence and experience in counselling diverse populations (e.g. different race/ ethnic groups/LGBT/ persons with disability)

- General management skills
- Computer literacy
- Excellent communication skills (listening, speaking, writing and reading skills)
- Judgement and decision-making skills
- Critical thinking
- Networking skills
- Sound human relations
- Negotiation and conflict resolution
- Problem-solving skills
- Excellent interpersonal and negotiation skills
- A proactive, confident person and a team player
- Ability to take initiative, work independently, accurately and diligently
- Dedication, responsibility and reliability
- Client/service focused

Duties

- Counselling
- Training
- Professional Development
- Effective communication and liaison

Assumption of duty: As soon as possible
Salary: Remuneration is commensurate with the seniority of the position
Closing date: 18 February 2022
Enquiries: HR – Mrs Lenore Tissong (031) 335 8153

Any change in conditions of service will only become operative after one calendar month's written notice and will be made in full compliance with the relevant provisions of the Labour Laws.

Completed applications can be emailed to hr-kzn@unisa.ac.za

- *The completed prescribed application form must be accompanied BY a **COMPREHENSIVE CURRICULUM VITAE** 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 which must be from your present line manager.
- The prescribed application form is obtainable from <http://www.unisa.ac.za/vacancies> **(Form - Application for fixed term contract)**
- 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.**
- **All applications should reach UNISA before 16h00 on the closing date.**

We welcome applications from persons with Disabilities



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