

# UNIVERSITY OF SOUTH AFRICA

## PORTFOLIO : REGISTRAR

(Kwa- Zulu Natal Region: Durban )

## SENIOR STUDENT COUNSELLOR

(Ref: Registrar/KZN/SnrStudCounsellor/P6/2019-st)

The purpose of this position is to:

- ✓ Deliver professional counselling and career guidance services in the region that is aligned to the relevant national policies and programmes.
- ✓ Ensure the delivery of quality professional counselling services in the region to prospective, enrolled and exit-level students.

### Requirements:

- A Master's qualification in Counselling or Educational Psychology or Clinical Psychology
- Registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist
- At least six (6) years relevant experience as a registered psychologist in a student counselling environment, of which two (2) years must have been in a supervisory capacity / coordination
- A valid driver's license (Code 8 / B )

### Recommendations

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

### Knowledge:

- Current developments in Higher Education policies and legal frameworks in South Africa and internationally
- HPCSA (Board of Psychology) guidelines and ethical standards as well as the implementation thereof.
- Demonstrated competence in new educational and communication technologies

### Skills and abilities:

- General management skills
- Ability to operate at a strategic level
- Proven record of specific project management skills
- Computer literacy
- Interpersonal and communication skills (listening, verbal and written)
- Proficiency in English and one other official language
- Networking skills
- Social perceptiveness
- Critical thinking
- Judgement and decision-making

- Problem solving skills
- Sound human relations
- Negotiation and conflict resolution
- Ability to take initiative, work independently, accurately and diligently
- Dedication, responsibility and reliability
- Client,service focused

**Duties:**

- Planning, coordination, ensuring and monitoring of quality Counselling Services
- Management and administration of the financial resources, assets, human and administrative resources allocated for the performance of the student counselling function in the region.
- Rendering of Counselling Services
- Research and professional Development
- Ensure effective communication and liaison with all stakeholders.
- Management, broader University and Community involvement

**Assumption of duty:** As soon as possible

**Salary:** Remuneration is commensurate with the responsibilities attached to the position

**Closing date:** 18 October 2019

**Enquiries:** (012) 429 4972 (Ms S Thaver: HR Staffing & Client Services)  
(031) 335 8135 (Ms NM Ngonyama: HR Office)

- Vacancies can be viewed on <http://www.unisa.ac.za/vacancies>
- **The completed prescribed application form must be accompanied BY 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 employer.**
- **The prescribed application (HR-PA 001) is obtainable from the abovementioned website.**
- 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 Department, the position applied for and the correct reference number of the position. If you apply for more than one position, each application must be in a separate envelope.**

Completed applications can be posted to HR Staffing, PO Box 47431, Greyville, 4023.

**Hand delivered applications can be deposited into the Application box situated at the Main Entrance: BFR Campus, 27 Bram Fischer Road, Ground Floor, Durban**

Correspondence will be limited to shortlisted 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.