

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: REGISTRAR
**REGIONAL SERVICES (NORTH EASTERN REGION)- Polokwane
STUDENT COUNSELLOR P7 X1**

Ref no. StuCoun/P7/gs/June/2019

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 learning, 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 and handling work environments,
- Train, supervise and evaluate Assistant Student Counsellors as well as Peer Helpers. Develop and present workshop 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 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
- Valid Drivers' License (Code B)

Recommendations:

- A qualification in Counselling and Educational Psychology

Knowledge,skills, capabilities and values:

- 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 interpersonal and communication skills(listening,speaking,writing and reading skills)
- Must have sound judgement, negotiation and conflict resolution skills
- Must be client/service focused
- Ability to work independently and in a team with adherence to deadlines

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
Enquiries : **(015) 290 3437 (Ms GT Shilote HR)**
Closing date : **24 June 2019**

- The completed prescribed application form (HR-PA 001) must be accompanied BY A COMPREHENSIVE CURRICULUM VITAE and **ORIGINAL certified copies** (within the previous six months) of:
 - All educational qualifications,
 - Identity document, Driver's License,
 - Proof of SAQA verification of foreign qualifications (if applicable) and
 - Completed sign off articles certificate
- 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 **Unisa Intranet-Human Resources Forms**
- 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 College and/ or Department, 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 must be posted to Unisa, HR Staffing, and PO Box 2805 Polokwane, 0700 on or before the closing date. Hand delivered application forms can be delivered to Unisa, 23 Landdros Mare' Street, HR Department 1st floor, office 04, Library Building, or posted in the box, at the Library Entrance, Unisa Polokwane.

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 the closing date of this advertisement, please accept that your application was not successful.