

# UNIVERSITY OF SOUTH AFRICA

**DEPARTMENT: Student Administration and System Integration**

**North Eastern Region (Middelburg Office)**

**Student Counsellor(P7) x1**

**Ref: 02 8844-03 Student Counsellor/P7/11 April/2024/gs**

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

## **Minimum Requirements**

- A completed Honours degree in Psychology
- Registration with Health Professions Council of South Africa as a Registered Counsellor in a category relevant to the work to be done preferably Career Counselling.
- At least 5 years relevant experience in a tertiary environment, with reference to Counselling services.
- Experience in development and/or provision of digital counselling services and resources.
- Experience in using social media in an educational context.
- Valid driver's licence (code B)

## **Recommendation**

- Knowledge of current developments in Higher Education policies and legal frameworks in South Africa, internationally and other related official guidelines

## **Duties**

- Provides a professional counselling service to prospective, enrolled and exit-level students.
- Assists students to realise, develop and reach their personal potential to maximally benefit from their educational environment.
- Participates in orientation and induction into the demands of distance learning.
- Raises awareness about student problems related to teaching/administrative issues.
- Counsels and assists students with disabilities to adjust to distance learning, address social concerns.
- Recruits, interviews, selects, trains and supervises student volunteers who wish to be trained as peer helpers.
- Develops and presents workshops related to life, academic, career and employability skills.
- Participates in projects which include the board functions of planning, organising, directing and control.
- Implements and manages community outreach programmes.
- Contributes to policy development related to teaching and learning, student life and strategy and structure development of departmental activities.
- Conducts 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.
- Assists adult learners with problems they experience in distance learning environments.

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

**Salary: Remuneration is commensurate with the seniority of the position**

**Closing date: 11 May 2024**

**Enquiries: (015) 290 3437 Ms Germina Shilote**

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 [gshilote@unisa.ac.za](mailto:gshilote@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> **(Application for a Permanent Administrative or Professional Post)**
- 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.