

UNIVERSITY OF SOUTH AFRICA

APPLICATIONS ARE HEREBY INVITED FROM THE FOLLOWING CATEGORIES OF CURRENT EMPLOYEES/WORKERS AT UNISA:

- PERMANENT EMPLOYEES;
- FIXED-TERM EMPLOYEES
- AGENCY TEMPORARY WORKERS;
- TEMPORARY WORKERS; AND EMPLOYEE/APPLICANT WHO AT THE TIME OF THE ADVERTISEMENT WAS ACTIVE IN ONE OR ANY CATEGORY OF EMPLOYMENT MENTIONED ABOVE WITHIN THE UNIVERSITY

APPLICANTS ARE REQUESTED TO STATE THE DEPARTMENT TO WHICH THEY ARE CONTRACTED.

PORTFOLIO: REGISTRAR

MIDLANDS REGION BLOEMFONTEIN

POSITION: STUDENT COUNSELLOR (P7) (REF:STUD/COUNSEL/BLOEM/BUSHY/2019)

The position is a specialist position with equal purpose of:

- The planning and coordination of professional counselling services in the region that is aligned to relevant national policies and programmes; and
- Ensuring the delivery of quality professional counselling services in the region to prospective, enrolled and exit-level students.

Requirements

- Honours' degree in Psychology
- Registration with the Health Professions Council of South Africa (HPCSA) as a Registered Counsellor
- At least Five (5) years relevant experience in higher education of which at least two (2) includes supervisory/coordination responsibilities
- A valid Code B drivers' License

Recommendation

- Experience in developing / providing digital counselling services and resources and experience in the use of social media in an educational context will serve as a recommendation.
- Master's Degree in Clinical , Counselling or Educational Psychology
- Experience in Higher education

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
- Computer literacy
- Networking
- Critical thinking
- Proficient in English and one other official language
- Ability to take initiative, work independently, accurately and diligently
- Dedication, responsibility and reliability\
- Client I service focused
- Good interpersonal skills
- Communication (Good listening, speaking, writing and reading skills)
- Social perceptiveness
- Sound human relations
- Negotiation and conflict resolution
- Judgement and decision making
- Problem solving

Duties.

- Planning, coordination, ensuring and monitoring of quality Counselling Services
- Development and presentation of workshops related to life, academic, career and employability skills [training KPA- e.g. mentorship programme?]
- 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: 29 March 2019

Enquiries: (012) 429 4803 (HR Staffing and Client services Mr TB Motedi)

- 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)
- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
- 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 <https://www.unisa.ac.za/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 in an envelope clearly marked with the name of the relevant 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, PO Box 392 Unisarand 0003

Applications must be posted to Unisa, HR: Staffing, PO Box 392, Unisarand, 0003. Hand delivered applications can be deposited into the Application Box marked HUMAN RESOURCES) situated at Muckleneuk Campus: OR Tambo Building, Main Entrance. 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.