

## UNIVERSITY OF SOUTH AFRICA

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

- PERMANENT EMPLOYEES;
- FIXED-TERM EMPLOYEES
- TES (TEMPORARY EMPLOYMENT SERVICES)
- EMPLOYEE/APPLICANT WHO, AT THE TIME OF THE ADVERTISEMENT WAS ACTIVE IN ONE OR ANY CATEGORY OF EMPLOYMENT MENTIONED ABOVE WITHIN THE UNIVERSITY

**PORTFOLIO:** REGISTRAR

**DIRECTORATE:** MIDLANDS REGION (RUSTENBURG HUB)

**POSITION:** SENIOR STUDENT COUNSELLOR P6

**Ref No:** (Midlands/SSC/Rustenburg/Perm/P6/HMOK/2023)

### **Purpose:**

Deliver professional counselling and career guidance services in the region that is aligned with the relevant national policies and programs.

Ensure the delivery of quality professional counselling services in the region to prospective, enrolled, and exit-level students.

### **Minimum 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 of relevant experience as a registered psychologist in a student counseling environment, of which two (2) years must have been in supervisory/coordination responsibilities.
- A valid driver's license.

### **Recommendations**

- Experience in developing/ providing digital counseling 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

### **Duties:**

- Planning, coordinating, ensuring and monitoring quality Counselling Services
- Management and administration of the financial resources, assets, and 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.

**Assumption of duty:** As soon as possible  
**Salary:** Remuneration is commensurate with the seniority of the position  
**Closing date:** **02 February 2023**  
**Enquiries:** (014) 594-8847 Mr. H Mokotjo

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.

**The completed prescribed application form (Application for a permanent administrative or professional post) must be accompanied BY COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the period of six months) of:**

- All educational qualifications
- Driver's license
- Identity document and
- Proof of SAQA verification of foreign qualifications
- 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.
- UNISA is not obliged to fill an advertised position.
- Late, incomplete and incorrect applications will not be considered.
- The prescribed application form is obtainable from: <http://www.unisa.ac.za/vacancies> (HR-PA 001)
- 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 Regional Service Centre, the position applied for and the reference number of the position.**

Hand delivered applications can be submitted at:

**UNISA, 19 Steen Street, Rustenburg**

Or emailed to:

**hr-midlands@unisa.ac.za**

**Applicants MUST ensure that their applications reach UNISA before 16h00 on the closing date.**

Correspondence will be limited to short-listed candidates only. If you have not been contacted within 2 months after the closing date of this advertisement, please accept that your application was not successful.

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Mr MM Kokong  
Committee Chairperson



