



Internal /External Vacancy

FACULTY: STUDENT SUPPORT SERVICES	DEPARTMENT: STUDENT COUNSELLING & SUPPORT
POST: HEAD OF DEPARTMENT	POST NO.: 5078 PEROMNES GRADE: 6

JOB DESCRIPTION: The incumbent will be required to assume the role of Head of Department

Key Performance Areas include but are not limited to:

- Support strategic initiatives of the Division and ensure strategic alignment
- Customer Advice and Support: Provides high level of customer satisfaction with delivery, measured with appropriate tools, e.g. questionnaires and focus group.
- People Management: Evidence of support and leadership in communicating, enabling and leading organisational change as well as aligning the teams with strategic objectives.
- Systems Management: Plans and manages the operations, infrastructure and IT requirements of the department.
- Resource Management: Compliance with budget parameters.
- Research and Innovation: Provide leadership in research activities.
- Policy Implementation: Development of Counselling strategies and plans to implement counselling policies, procedures and systems with specific focus on professional leadership, counselling and career counselling.
- Representation: Consistent attendance of relevant forums as required.

APPLICATION CRITERIA:

Qualification and Experience:

- At least a master's degree in Educational Psychology/Counselling Psychology /Clinical Psychology/ Social work
- Registration with HPCSA as an independent practitioner in your field or registration with SACSSP as a Social Worker is a prerequisite
- At least 10-year relevant professional experience as a Psychologist or Social Worker
- Four-year (4) year experience of working at Student Services/Student Affairs in a Higher Education environment;
- 5-year experience in management within Student Counselling in a higher education institution

Skills and Competencies:

- High Interpersonal and leadership skills
- Written and verbal communication skills
- Analytical, problem solving and negotiation skills
- Conflict management skills
- Ability to plan, organise and manage projects
- Ability to manage staff and students from diverse backgrounds
- Ability to work under pressure and over weekends as and when necessary

Please complete the application form available on the VUT website.

Closing data for application: **17 March 2023**

Submit CV via e-mail to recruitment1@vut.ac.za.



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Please Note: The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore, people from designated groups are encouraged to apply. If you are not contacted within six weeks after the closing date, please accept that your application was unsuccessful.

VUT reserves the right not to make an appointment.

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

