VAAL UNIVERSITY OF TECHNOLOGY
Inspiring thought. Shaping talent.

DIVISION: STUDENT SUPPORT SERVICES	DEPARTMENT: STUDENT COUNSELLING SUPPORT

POST: HEAD OF DEPARTMENT	POST NO: 5078 PEROMNES GRADE: 06

JOB DESCRIPTION:

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/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:

- 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 when necessary

Candidates who previously applied are encouraged to re-apply.

CLOSING DATE FOR APPLICATIONS: 31 May 2024

Applications should include:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za

2. A detailed curriculum vita (explicitly stating experience or knowledge in the above-mentioned fields)

3. Certified copies of all academic records and certificates/degrees

4. Certified copy of ID

5. Current contact information of referees

6. Please email applications to recruitment1@vut.ac.za and quote the post reference and post description in the subject line.

7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.

8. Only applications made on our application for employment form would be considered.

9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:
HR Business Partner: Ms Ntediseng Motaung, Tel 016 950 9160 / email address: ntediseng@vut.ac.za

Please Note: 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 submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.

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.

POSITIVE ABOUT PEOPLE WITH DISABILITIES