VAAL UNIVERSITY OF TECHNOLOGY
Inspiring thought. Shaping talent.

DIVISION: STUDENT SUPPORT SERVICES	DEPARTMENT: STUDENT COUNSELLING SUPPORT

POST: REGISTERED COUNSELLOR	POST NO: 7521 PEROMNES GRADE: 09

JOB DESCRIPTION:

Key performance areas include but are not limited to:

• Render psychological screening and counselling to students

• Perform basic psychological assessments to students

• Render crises counselling and support on campus as well as to the residences

• Offer after-hours crises counselling and support when required

• Coordinate support groups for students with disabilities as well as identified students.

• Provide career guidance workshops and seminars to students and external clients and residences

• Develop and present life skills workshops on campus and at residences

• Organise and participate in awareness campaigns on mental health and related issues

• Marketing of Services to stakeholders (internal and external), students and faculties

• Organise/ co-ordinate departmental programs (e.g. FYE, peer helpers, faculty programs, etc)

• Conduct relevant research including needs analysis and evaluations of programs

• Organise and participate in Community engagement projects within the department

APPLICATION CRITERIA:

Qualifications and Experience:

• A minimum qualification of Honours degree in Psychology

• Registration with HPCSA as a Registered Counsellor is a prerequisite

• A minimum of 2 years of experience as a registered counsellor

• An understanding and application of various counselling support modalities to support short term counselling and support of students (including amongst others, person centred approaches and solution focused approaches)

• An in-depth understanding of student counselling, career and development programmes and services in Higher Education

Skills:

• Written and verbal communication skills

• Analytical, problem solving and negotiation skills

• Ability to plan, organise and manage projects

- Ability to work with staff and students from diverse backgrounds

- Ability to work under pressure and over weekends as and when required

- Ability to work independently

- Administrative skills

CLOSING DATE FOR APPLICATIONS: **12 JUNE 2025**

Applications should include:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za
2. A detailed curriculum vitae (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all 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.

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 equitable opportunity and affirmative action employer. In complying with the Employment Equity Act no 55 of 1998 (as amended), preference for this position will be African males, Coloured males, Indians, White males plus people with disabilities which is in line with VUT Employment Equity Plan and Recruitment policy. 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