

DIVISION: STUDENT SUPPORT
SERVICES

DEPARTMENT: STUDENT COUNSELLING &
SUPPORT

POST: PSYCHOMETRIST

POST N°: 7520
PEROMNES GRADE: 09

JOB DESCRIPTION:

Key performance areas include but are not limited to:

- Administer psychometric assessments to individuals and groups of students and other clients
- Compile comprehensive reports for assessed students.
- Provide psychometric assessment feedback to students and do general career guidance with students
- Do career development with individuals and groups (e.g. job hunting, CV writing, Interview skills)
- Assist with coordination of all psychometric testing undertaken in the department
- Assist with administrative duties related to psychometric testing undertaken in the department
- Assist with research related to psychometric testing within the department.
- Assist with coordination of selection and placement testing of prospective and first years if required
- Assist with training of peer helpers and mentors on relevant topics
- Assist with rendering of relevant life skills workshops to the student community
- Assist with departmental awareness campaigns, functions, and other events
- Be willing to work after hours if required and render services at satellite campuses

APPLICATION CRITERIA:

Qualifications and Experience:

- An Honours degree in Psychology or BPsych equivalent.
- Registered with the Health Professions Council of South Africa (HPCSA) as a Psychometrist
- A minimum of three (3) years of relevant work experience.
- Experience in the higher education environment will be an added advantage

Skills:

- Knowledge of psychometric assessment and assessment processes in the South African context
- Knowledge of South African legislation that directly impacts on assessment and assessment processes
- Computer literacy, interpersonal, communication, and organisational skills
- Ability to work with staff and students from diverse backgrounds
- Ability to work as a team, but also independently

CLOSING DATE FOR APPLICATIONS: 13 MAY 2026

Application requirements:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za
2. A detailed curriculum vitae (explicitly stating relevant experience or knowledge in the fields mentioned above)
3. Certified copies of all certificates or degrees
4. A certified copy of your South African identity document
5. Current contact details of referees
6. Applications must be emailed to recruitment1@vut.ac.za. Please quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications, or applications submitted without the application form and required supporting documents, will be disregarded.
8. Only applications submitted using the official VUT application for employment form will be considered.
9. Correspondence will only be entered into with shortlisted candidates. If you do not hear from VUT within 3 months of the closing date, please regard your application as unsuccessful.

Please Note

- **By submitting your application, you consent to VUT verifying your qualifications and sharing your personal information with the selection panel and other authorised persons involved in the recruitment process. Candidates with foreign qualifications must submit a South African Qualifications Authority (SAQA) certificate of evaluation. VUT is an equal opportunity and affirmative action employer. In compliance with the Employment Equity Act No. 55 of 1998 (as amended), and in line with its Employment Equity Plan and Recruitment Policy, preference will be given to suitably qualified candidates from designated groups, specifically African, Coloured, Indian, women, and persons with disabilities.**
- **VUT reserves the right not to make an appointment**

