



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEPARTMENT OF STUDENT AFFAIRS AND RESIDENCES

Sefako Makgatho Health Sciences University (SMU) is a professional institution that offers professional health sciences training and education in a range of fields through excellence in teaching, learning, innovative research and community engagement. SMU is situated in Ga-Rankuwa (North of Pretoria) and the following position(s) is/are currently available:

Student Counsellor (1 Post)

REF: 76/2022/BGM//P8

The University is looking for a vibrant and energetic individual who will be responsible for the screening and referral of academic vulnerable students and the development of academic, leadership, mentoring and life skills programmes that will assist the students in achieving their academic objectives and goals. The incumbent reports to the Deputy Director: Student Health and Counselling and must meet the requirements, competencies; and be responsible for the following key performance areas below:

REQUIREMENTS

- Master's Degree in Educational/Counselling Psychology
- Must be a Qualified Psychologist
- Five (5) years related experience in a tertiary institution
- Experience in report writing
- Computer skills (MS Office suite) and e-learning competent
- Experience in navigating online platforms such as Blackboard Collaborate, Microsoft Teams and Zoom
- Willingness to work beyond normal office hours when needed
- Valid drivers' license

COMPETENCIES

- Technical/professional knowledge and skill
- Good communication and presentation skills
- Coaching and mentoring
- Continuous learning
- Decision making and problem solving skills
- Building strategic alliances and partnership
- Good interpersonal skills
- Professional and ethical standards
- Adaptability
- Managing work
- Quality assurance management
- Client/student service orientation

KEY PERFORMANCE AREAS

- In consultation with Educational Psychologist and Student Tracking Specialist identify and screen vulnerable students
- Conduct assessment and diagnosis of students requiring assistance for brief term or long term
- Contract with the student for suitable counselling and/or making the appropriate referral and follow-up, where required
- Formulate and implement an appropriate counselling plan
- Consult with relevant parties to exchange relevant information during the counselling process (e.g. lecturers; student health, etc.)
- Develop academic skills, mentorship and leadership programmes for students
- Conduct needs assessment to identify programmes and develop and implement required programmes for students
- Prepare all educational materials for the programmes
- Plan, coordinate and co-facilitate academic skills, mentoring and leadership programmes
- Develop student life skill projects
- Conduct needs assessment to identify student life skill needs
- Develop and implement required life skill projects
- Prepare all educational materials for life skill projects
- Plan, coordinate and co-facilitate life skill projects and other group interventions
- Monitoring, evaluation and reporting
- Prepare relevant strategic and operational reports as and when required
- Conduct research and implement best practices
- Contribute to the overall development of SMU and actively improve institutional culture
- Any other duties as assigned by the Line Manager

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Closing date: 25 November 2022

Applications from the employment agencies will not be considered.

Typed applications (**quoting the reference number**) which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Ms BG Mbanjwa**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by e-mail at hr.recruitment5@smu.ac.za

The applications may also be posted OR hand delivered to (place in an application box):

Human Resources Department, 5th Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi street, Ga-Rankuwa, OR Human Resources Department, P.O Box, 68, MEDUNSA, 0204

It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-3071

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The University reserves the right not to make an appointment.

Sunday Times, 6 Nov 2022

Final