

Registrar | Student Services | Ref 1032

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|                        | Main purpose of the job                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                   |                                                                                          |                                  |                           |      |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------------|----------------------------------|---------------------------|------|
| bout the               | To manage, implement, monitor, and provide professional Wellness interventions & programs to both students & staff at the University. Furthermore, to ensure & provide professional therapeutic services to students and staff with effective referrals to outside EAP services.                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   |                                                                                          |                                  |                           |      |
|                        | Main tasks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                   |                                                                                          |                                  |                           |      |
|                        | <ol> <li>Develop policies and procedures and represent<br/>Wellness Centre to ensure that the Academic Support<br/>Services provided are compliant with legislation and<br/>the University's requirements</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |                                                                                          |                                  |                           |      |
|                        | <ol> <li>Manage, monitor and provide general Wellness<br/>Services to staff &amp; students</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   | <ol> <li>Manage the performance and development of staff in the sub-<br/>unit</li> </ol> |                                  |                           |      |
|                        | 5. Provision of counselling services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   | 6. Compile and submit reports                                                            |                                  |                           |      |
|                        | <ol> <li>Oversee and provide workshops and Wellness<br/>Projects</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |                                                                                          |                                  |                           |      |
| <b>3</b>               | Nature of Appointment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   | Permanent Support Services                                                               |                                  |                           |      |
|                        | Minimum salary scale<br>(Total Cost to Company)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   | R803 400 per annum                                                                       |                                  |                           |      |
| oout the<br>oointment  | <u>Note</u> : CUT applies an internal parity model to determine remuneration that complies with the principle of "equal pay for work of equal value". Accordingly, the preferred candidate may expect an offer that is in line with their qualifications and years of similar experience. Please contact the Recruitment office for more information on the applicable salary scale.                                                                                                                                                                                                                                                                                                                                            |                   |                                                                                          |                                  |                           |      |
| at are we<br>king for? | Minimum       Masters Degree in Psychology with HPCSA registration         Qualification/<br>Knowledge and/or<br>Experience       1 year experience in the provision of student services in a higher education or similar environment         • Registered as a Counselling Psychologist with the Health Professions Council of SA (HPCSA)         • Knowledge of relevant Medical legislation and Ethical Codes         • Understanding of key Higher Education Institutional Systems and Structures         • Understanding of South African Higher Education Policy framework         • Project Management & Report Writing Skills         • Proficient in Excel & Word (Intermediate Level)         • Research capabilities |                   |                                                                                          |                                  |                           |      |
|                        | <ul> <li>PhD Degree in Counselling Psychology with HPCSA registration</li> <li>3 years' experience in the provision of student services in a higher education or similar environme Experience</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                   |                                                                                          |                                  |                           | nent |
| K.                     | Job-Related Enquiries                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Ms MM Kenke       |                                                                                          | <b>2</b> 051 507 3705            | ⊠ <u>mkenke@cut.ac.za</u> |      |
|                        | Remuneration, Benefits and<br>Process Enquiries                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Recruitment Offic | e                                                                                        | 會 051 507 3012                   | ⊠ j <u>obs@cut.ac.za</u>  |      |
| erested?               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |                                                                                          | t www.cut.ac.za<br>apafrica.com/ | /careers or               |      |

CLOSING DATE FOR APPLICATIONS - 16 April 2021

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