

JOB TITLE	Psychologist III	GRADE	14
POSITION CODE	30001280	OFO CODE	
DIVISION	Division of Student Services and Development - Counselling Centre	INCUMBENT	
SUPERVISOR/MANAGER	Manager: Counselling Centre	JOB TYPE (ACADEMIC/SUPPORT)	Support
PERMANENT OR CONTRACT (IF CONTRACT – LENGTH OF CONTRACT)	Permanent	FULL-TIME OR PART-TIME (IF PART-TIME HOW MANY HOURS PER DAY)	Part-time (20 hours)
COUNCIL FUNDED POST OR OUTSIDE FUNDED	Council	DATE APPROVED	04 August 2014 (SF & SR), 16 March & 12 June 2024 (HS). Updated 19 May 2026 - Ref: P&C019/26

MAIN JOB OBJECTIVE/S
As a senior member of a team of psychologists and interns in the Counselling Centre, the primary purposes of this job are to provide comprehensive counselling and psychological support to students, provide advice to University staff members in managing students with psychological problems, assist the Manager of the Centre in the supervision and training of intern and qualified psychologists and to deputise for the Manager of the Centre when they are not available.

DESCRIPTION OF KEY RESPONSIBILITY AREAS	KEY PERFORMANCE INDICATORS
PSYCHOTHERAPY - 30%	- Individual psychotherapy: mostly on a short-term basis, with a limited number of longer cases seen. - Couple therapy – short-term problem-focused. - Group therapy, particularly in response to the specific needs of students. - Family interventions: in support of students. - HIV pre- and post-test counselling for students and staff. - Crisis intervention (The Centre operates a crisis facility and as part of a team, this individual would be expected to supervise and be available to assist at certain times).

	As a Psychologist III, you would be expected to demonstrate advanced knowledge in at least two of the main therapeutic traditions.
ASSESSMENT - 5%	- Psychometric assessment. - Career assessments. - Learning Assessments.
SUPERVISION AND TRAINING - 15%	Supervision and training of intern counselling psychologists. The HPCSA requirements for supervision are a minimum of three years of appropriate experience after qualifying as a psychologist.
PSYCHO-EDUCATION - 10%	- Development and facilitation of training courses for staff and students on campus. - Development and distribution of information materials. - Promotion of psychological health and well-being of students.
ANTI-HARASSMENT SERVICE - 5%	- Counselling students who have been harassed. - Offering them alternative ways of addressing the problem. - Liaising with relevant authorities in the university structures to report harassment.
LIAISON - 5%	- Consultation with staff regarding students' difficulties. - In a particular circumstance and with the permission of the student, contacting relevant staff and/or parents/guardians. - Working with the Career Centre on particular cases that require assessment.
ADMINISTRATION - 10%	- Case management. - File management.
COMMITTEE WORK - 5%	To represent the Centre in institutional forums.
MANAGEMENT WORK - 15%	- Leadership of certain portfolios in the Centre. - In the absence of the Manager of the Counselling Centre, be able to manage the day-to-day running of the Centre.

JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

Registration and compliant with the Health Professions Council of South Africa (HPCSA) as a Counselling Psychologist with approximately 5 year's relevant work experience over and above their internship.

Relevant experience includes: -

- Any work with adolescents or individuals in early adulthood. The greater the diversity of this experience the better for example, experience in one-on-one counselling, group counselling and educational work.
 - Those individuals with specific experience of working with University students will be at an advantage.
 - An ability to speak other official languages will be an advantage.
- Individuals who have supervised Counselling Psychologist Interns will be at an advantage.

COMPETENCIES, I.E. KNOWLEDGE, SKILLS AND ATTRIBUTES

The job incumbent is required to demonstrate the following competencies: -

PROFESSIONAL COMPETENCIES

- Sound understanding and knowledge of adolescent/early adulthood development
- Genuine interest in working with students
- Strong evidence based counselling and psychotherapeutic skills
- Ethical and professional orientation at all times
- Experience in the counselling of HIV/AIDS patients will be an advantage as well as any involvement in HIV/AIDS initiatives/programs

PEOPLE AND COMMUNICATION SKILLS

- Excellent interpersonal skills, able to develop a quick rapport with individuals and be perceived as trustworthy
- Sound communication (verbal and written) skills in English
- An ability to speak other official languages, particularly Isi-Xhosa will be an advantage
- High level of self-awareness, and committed to own development
- Able to gain the trust of others, able to maintain confidentiality when required and appropriate
- Ability to supervise interns, interested in their development and growth, providing sufficient feedback would be preferable

ADMINISTRATIVE SKILLS

- Sound Computer literacy: able to work with a word processor, spreadsheets, use the internet and email

WORK BEHAVIOURS

- Strong service ethic with a track record of continuous improvement
- Able to work independently as well as a member of a team
- Actively seeks feedback
- Able to withstand criticism and use constructive criticism to improve service delivery and own contribution
- Professional and able to produce work of a high quality
- Shows initiative

SUBORDINATES

Yes – Intern Psychologists

FUNCTIONAL RESPONSIBILITIES

PLANNING

(i) What is the longest (macro) period that the jobholder has to plan ahead?

Annual

(ii) Typically, how long are the micro phases/time periods that the macro planning is divided into?

1 to 2 months

ADDITIONAL INFORMATION

Due to the crisis intervention facility, this individual must be willing and able to be called out after hours. In addition, the individual must be able to respond to a crisis within 20 minutes of being contacted. This requires that the job incumbent reside within a 16km radius (approximately) of the University.

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Note: Any changes made to the job profile (other than the name of the incumbent, the position code and OFO code) must be approved by the Director People and Culture or the Senior Manager HR Specialist Services