



JOB TITLE	Intern Psychologist	GRADE	11
POSITION CODES	P5000073, P5000082, P5000087, P5000074, P5000075 and P5000296	OFO CODES	
DIVISION	Student Affairs Counselling Centre	INCUMBENTS	
SUPERVISOR/MANAGER	Manager: Counselling Centre	JOB TYPE (ACADEMIC/SUPPORT)	Support
PERMANENT OR CONTRACT (IF CONTRACT – LENGTH OF CONTRACT)	Contract – 1 year	FULL-TIME OR PART-TIME (IF PART-TIME HOW MANY HOURS PER DAY)	Full-time
COUNCIL FUNDED POST OR OUTSIDE FUNDED	Council	DATE APPROVED	November 2010 (Updated 18 August 2025)

MAIN JOB OBJECTIVE/S
As a 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 and provide advice to University staff members in managing students with psychological problems (under the supervision of a Psychologist III).

DESCRIPTION OF KEY RESPONSIBILITY AREAS	KEY PERFORMANCE INDICATORS
PSYCHOTHERPAY	<ul style="list-style-type: none"> • Individual psychotherapy: mostly on a short-term basis with a limited number of longer cases seen. • Couple therapy – short term problem focussed. • Group therapy, particularly in response to 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 24-hour crisis facility and as part of a team, this individual would be expected to be on call and available to assist at certain times).

ASSESSMENT	<ul style="list-style-type: none"> • Psychological assessment. • Career assessments. • Learning assessments.
PSYCHO-EDUCATION: Under the guidance of more senior psychologists in the Centre	<ul style="list-style-type: none"> • Development and facilitation of training courses for staff and students on campus (under the guidance of a Psychologist III). • Development and distribution of information materials. • Promotion of health and well-being of students.
ANTI-HARASSMENT SERVICE	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Case management. • File management.

<i>JOB REQUIREMENTS</i>
<i>EDUCATION AND EXPERIENCE</i> Masters' degree in counselling psychology.
<i>COMPETENCIES, I.E. KNOWLEDGE, SKILLS AND ATTRIBUTES</i> The job incumbent is required to demonstrate the following competencies: - PROFESSIONAL COMPETENCIES <ul style="list-style-type: none"> • 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 • Ability to train and educate students and staff on educational programmes PEOPLE AND COMMUNICATION SKILLS

- Ability to communicate effectively both verbally and in writing in English
- Ability to communicate in other official languages is desirable and will be an advantage
- Sound interpersonal skills, able to develop a quick rapport with individuals and be perceived as trustworthy
- High level of self-awareness, is committed to own development
- Able to gain the trust of others, able to keep confidences
- Ability to work independently as well as part of a team

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

Due to the 2- hour crisis intervention facility, this individual must be willing and able to be called out at night. In addition, the individual must be able to respond to a crisis within 20 minutes of being contacted. This requires that the job incumbent live within 16km of the University.

SUBORDINATES

None

FUNCTIONAL RESPONSIBILITIES

PLANNING

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

6 months

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

1 to 2 weeks

ADDITIONAL INFORMATION

FOR HR USE ONLY - TO BE COMPLETED BY HR

RemChannel Code

1090

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 P&C or the Senior Manager HR Specialist Services