

# UNIVERSITY OF SOUTH AFRICA

## COLLEGE OF HUMAN SCIENCES UNISA CENTRE FOR APPLIED PSYCHOLOGY

### **ADMINISTRATIVE COORDINATOR (1 post)** (Ref: CHS/UCAP/P8/March10/tkm)

The purpose of the job is to provide assistance to the Centre Manager and also liaise internally and externally, to enhance and promote the administration of the Centre especially pertaining to the coordination of all aspects related to workshops / short courses / conferences and meetings. Responsibility for the initiation and coordination of the wellness programme, i.e. direct service rendering.

#### **Requirements**

- B. Psych Degree or equivalent
- Networking and referral skills
- Counselling and crisis intervention skills
- Knowledge of the regulatory environment for health professionals
- At least three (3) years experience in relevant context of which at least 18 months was spend in Higher Education
- Two (2) years experience in events management
- Report writing skills
- Computer literacy in respect of office automation package such as word processing, spreadsheets, e-mail, electronic diary, intranet and internet services
- Good interpersonal and communication skills
- Independence and pro-activity
- Good planning and time management
- Marketing skills
- Experience of student system
- Knowledge of basic financial principles
- Work related assessment tests may be conducted

#### **Duties**

- Programme management in terms of initiating and coordinating the wellness programme-related services
  - Co-ordination of counsellors and supervision services
  - Negotiating placements and internships of Masters and B Psych students
  - Marketing and advertising of Centre activities
  - Rendering assistance and support to the Centre Manager
  - Assisting in the financial management of the Centre
  - Handle all written and telephonic enquiries (internal and external)
  - Arrange launches, workshops, seminars, conferences and meetings
  - The administration, controlling and channelling of documents, postal material, stationary and availability of venues for workshops, short courses, conferences and meetings
  - Operating the administrative management systems of the Centre
  - Ensuring accreditation of Centre activities for continual professional development (CPD) with professional boards and record keeping of CPD points obtained by participants
-


**Assumption of duty:** As soon as possible.  
**Salary:** Remuneration is commensurate with the seniority of the position  
**Closing date:**  
**Enquiries:** (012) 429 2738 (HR Staffing and Client Service)  
(012) 429 8290 Ms G Themrani (Centre for Applied Psychology)

Any change in conditions of service will only become operative after one calendar month's written notice and will be made in full compliance with the relevant provisions of the Labour Laws.

**The prescribed application form must be accompanied by a CV and certified copies of all educational qualifications and your identity document.**

**Submission of such copies entitles Unisa to authenticate the qualifications without any further consent from the applicant. Applications not on the prescribed application form and submitted without certified copies attached will not be considered. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. The contact details of three contactable references must be provided.**

*Appointments will be made in accordance with Unisa's Employment Equity Plan.*

We welcome applications from Persons with Disabilities 

Applications on the prescribed forms are invited and should be **posted to Unisa HR: Staffing, P O Box 392, Unisa, 0003** on or before the closing date. Hand delivered application forms can be deposited into the **application boxes situated at the following locations at the Muckleneuk Campus: Theo van Wijk Building, Main Entrance or at the Main Entrance, OR Tambo Building, 3<sup>rd</sup> Floor.** The prescribed application form is obtainable at the counter on the **3<sup>rd</sup> Floor, OR Tambo Building UNISA, Preller Street, Muckleneuk, Pretoria** or can be downloaded from [www.unisa.ac.za](http://www.unisa.ac.za) on the Internet.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within 2 months after the closing date of this advertisement, please accept that your application was not successful.

**Dr V Singh**  
**Executive Director: Human Resources**