



huguenote kollege

Gebed Roeping Diens

VACANCY

STUDENT COUNSELLOR AND TECHNICAL SUPPORT: ACADEMIA

Wellington | Office for Student Support | Reports to the Registrar

Huguenot Kollege invites applications from a professionally registered counsellor or social worker who can combine student counselling with a clearly defined academic technical-support function. Depending on the successful candidate's qualifications and the College's needs, the academic allocation may support Theology and/or Social Work.

Key responsibilities

- Professional assessment, confidential short-term counselling, psychoeducation and appropriate internal or external referral.
- Support to students experiencing adjustment, loss, stress, relationship difficulties, academic pressure and other appropriate psychosocial challenges.
- Secure and separate professional record-keeping, with only anonymised and aggregated trend reporting.
- Technical support to a designated Dean, Programme Leader or academic programme in Theology or Social Work.
- Programme and module administration, timetables, student communication, meeting administration, quality-assurance evidence and follow-up actions.
- Where formally allocated and within competence: support for teaching-and-learning processes, practicum/fieldwork administration or practical training logistics.
- Strict compliance with confidentiality, professional boundaries, conflict-of-interest and recusal requirements.

Minimum requirements

- A recognised qualification that, together with current professional registration, lawfully and ethically permits the candidate to provide the counselling services described.
- Current registration with the appropriate South African statutory professional council, for example the SACSSP as a social worker or the HPCSA in an appropriate registration category.
- A relevant NQF Level 7/8 qualification in psychology, counselling, social work or another recognised psychosocial professional field. A Bachelor of Social Work at NQF Level 8 with SACSSP registration is expressly accepted.
- An academic background in Social Work, Theology, Practical Theology, Pastoral Studies/Pastoral Care or an appropriate related field.
- At least three years' relevant professional counselling or psychosocial experience, with strong administrative, digital, communication and coordination skills.

Advantages

- Experience working with students or young adults and in a higher education environment.
- Experience in short-term counselling, professional referral, student wellbeing, academic programme support and multidisciplinary collaboration.
- A relevant honours, master's or other postgraduate qualification.

Application process

Submit a motivation letter, comprehensive CV, copies of qualifications, proof of current professional registration and contact details for at least three referees to Marlene Payne on **hr@huguenote.ac.za** by **30 September 2026**. Use "Student Counsellor and Technical Support: Academia" as the subject line.

The intended commencement – **as soon as possible**. The post level and remuneration will be determined in accordance with Huguenot Kollege's approved job-grading framework and conditions of service.

Appointment is subject to verification of qualifications and professional registration, satisfactory references and appropriate background checks. Only shortlisted candidates will be contacted. Huguenot Kollege reserves the right not to make an appointment.

Particular consideration will be given to applicants from designated groups in accordance with Huguenote Kollege's Employment Equity Plan.