

**POST 13** : CAREER GUIDANCE OFFICER X2  
**SALARY** : R308 154 PER ANNUM PLUS 37% IN LIEU OF BENEFITS (SL7)  
**DURATION** : 3 YEAR CONTRACT  
**CENTRE** : ALIWAL NORTH ENGINEERING CAMPUS (REF NO: ANE15/1/25)  
**Email Address** : careerguidance1525@ikhala.edu.za  
:STERKSPRUIT ENGINEERING CAMPUS (REF NO: SSE16/1/25)  
**Email Address** : careerguidance1625@ikhala.edu.za

**MINIMUM REQUIREMENTS:** Grade 12/NC(V) Level 4 or equivalent with an appropriate BA Degree qualification (REQV 14) in Psychology/Social Science or equivalent qualification. Registration with relevant Council (HPCSA/SACSSP). Minimum of 2-3 years relevant experience in career development / guidance and counselling or relevant environment. Computer Literacy. A valid driver's licence.

**KNOWLEDGE & SKILLS:** Knowledge of career guidance; Knowledge of career counselling; Knowledge of career exhibitions; PSET and CET Act; Public Service prescripts; DHET Policies; Industrial operation; Opportunity linkages with industries. Excellent Communication (oral and written). Networking; Negotiation; Research; Interpersonal; Planning & Organising.

**DUTIES:** Provide career guidance and testing of prospective students (in collaboration with the registration unit) Provide academic and individual counselling sessions to students. Coordinate and provide career exhibition services. Implement programmes to coach, mentor and develop student job readiness. Registration and enrolment support. Students counselling and referrals. Students career guidance support. Coordinate student wellness programs. Facilitate outreach programme for students. Assist with student's events organisation and administration. Assist with placement of students.