

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Career Guidance Counsellor</b>
<b>REPORTS TO:</b>	<b>Head of School</b>
<b>DIRECT REPORTS:</b>	<b>Industry &amp; Workplace Coordinators, Librarian</b>
<b>DATE PREPARED:</b>	<b>June, 2020</b>

### **JOB PURPOSE**

To provide leadership in the overall management of advisory services, career services, internship placement coordination.

### **KEY RESPONSIBILITIES:**

- Develop, direct, and manage counseling and academic advisory services.
- Supervise all personnel assigned, recommending selection, retention, promotion and discharge as appropriate.
- Advise learners about what courses and educational programs they need for particular careers.
- Aid learners in the job search process by teaching them where to look for open positions and connecting them with job search resources.
- Counsel learners who are considering a career change.
- Evaluate learners' educational and work backgrounds in order to help them determine what they need to do next to achieve their goals.
- Teach job-search skills such as interviewing, resume writing, and networking and help clients practice them.
- Use aptitude tests to help learners get a better idea of their strengths and areas of challenges.
- Plan and develop career guidance programs which provide direct services to learners, staff and parents.
- Implement career development and guidance activities/programs.
- Develop and maintain a career resource center for students aiming at Enhancing Career Development through Partnership between Schools and Employers.
- Perform any other duties as assigned.

### **QUALIFICATION AND EXPERIENCE**

Bachelor's Degree in Guidance and Counseling with at least eight (8) years' experience in a similar role.

### **Knowledge, Skills and Abilities**

#### **Knowledge**

- Good understanding of TVET and Competency-based education

**Skills**

- Management & monitoring knowledge and skills
- Counseling & guidance Skills
- Communication & Listening Skills

**Abilities**

- Flexible