## **Open and Competetive Call for Applications**

At the Design and Technology Institute, we are dedicated to providing top-quality Technical and Vocational Education and Training (TVET) that equips learners with the relevant skills and knowledge needed to thrive in industry and the job market. As part of our commitment to excellence, we are seeking passionate and dedicated professionals to join our team. DTI Africa firmly believes that education is the cornerstone of creating opportunities for individuals and communities. Our commitment to providing exceptional training is geared towards equipping our learners with the necessary skills and knowledge to thrive in today's fast-paced and highly competitive job market.

## **1. ACADEMIC COORDINATOR**

## **Qualifications and Attributes of Candidates**

- Minimum of a Bachelor's degree from an accredited institution with at least 8-10 years of experience directly related to the duties and responsibilities specified.
- A Master's Degree in a social science subject would be an added advantage.
- Strategy development and implementation.
- Formulation of policies and procedures.
- Budget preparation skills.
- Sound knowledge of regulatory environment
- Strong Leadership and Managerial skills.
- Good knowledge of student support programs and services
- Employee development and performance management skills.
- Crisis intervention techniques
- Demonstrated conflict resolution skills.
- Strong resource management skills.
- Excellent oral and written communication skills.
- Independent judgement.

## **Reporting To: School Administrator**

The Academic Coordinator will be responsible for providing an enabling learning environment for the care, guidance and welfare of students overall stay at the Institute.

### Duties

- Direct, manage and supervise the Student Coordinator office and all programs reporting to that office.
- coaching and counselling.
- Take appropriate steps to ensure students welfare and well-being at all times.
- into their new routines seamlessly.
- abuse by their colleagues, staff members or service providers.

- performance and other challenges.

## Method of Application

Applicants for these positions are required to submit completed application packs to careers@dtiafrica.edu.gh. The application packs should contain the following:

- An application letter
- An up-to-date Curriculum Vitae and copies of relevant academic and/or professional certificates.
- to address relevant issues that will ensure that the Institute achieves its mission and vision.





• Put in place mechanisms for the assessment of student performance so as to be able to provide the neede

Plan and coordinate the implementation of a detailed student orientation programme to ensure students settle

Ensure that students are not subjected to any form of physical, sexual, psychological or verbal harassment

• Establish and communicate to the students mechanisms for reporting any concerns relating to their well-being. • Be accessible to explain issues to students where they have difficulty with either academic or other social issues. • Obtain relevant support for students who are struggling with the course work once this challenge is highlighted. · Maintain regular and appropriate communication with parents and teachers to keep abreast with student

• Ensure timely resolution of all conflicts between students and their teachers, colleagues and parents/guardians.

• A statement of about 500 words (not more than one page) indicating how one intends to use the period in offic

Closing Date: Applications should reach DTI no la Only shortlisted applicants will be contacted. Further information about the Design and Technology Institute may be found on the DTI's website at www.dtiafrica.edu.gh.

## VACANT POSITIONS

# **2. CAREER GUIDANCE COUNSELLOR**

## Qualifications and Attributes of Candidates

- Must have a Masters' Degree in Guidance and Counselling or related field. Must have at least ten (10) years' experience in a similar role.
- Must have a good understanding of TVET and Competency-based education, organizing job fairs and career guidance.
- Management & & monitoring knowledge and skills.
- Counselling & Guidance skills
- Excellent interpersonal skills
- **Communication skills**
- Listening skills
- Analytical skills
- Decision making skills
- Ability to understand the needs of the learners and guide them through their career choices
- Ability to be flexible

## **Reporting To: Students Affairs Coordinator**

The Career Guidance Counsellor will be responsible for providing career guidance services and counseling to the learners of DTI.

### Duties

ater than two weeks from the date of job advert. Ints will be contacted.	
	and job search strategies
ce	
	<ul> <li>Implement career development and guidance activities/programs.</li> <li>Review resumes of learners and provide feedback on how to improve their resumes</li> </ul>
	guardians. Implement career development and quidance activities/programs
	<ul> <li>Plan and develop career guidance programs which provide direct services to learners, staff and parents/</li> </ul>
	ullet Use aptitude tests to help learners get a better idea of their strengths and areas of challenges.
	them.
	<ul> <li>do next to achieve their goals.</li> <li>Teach job-search skills such as interviewing, resume writing, and networking and help clients practice</li> </ul>
ts'	Evaluate realities cadeation and work backgrounde in order to more the more they need to
, ,	<ul> <li>Counsel learners who are considering a career change.</li> </ul>
	them with job search resources.
	<ul> <li>Aid learners in the job search process by teaching them where to look for open positions and connecting</li> </ul>
UI	<ul> <li>Advise learners about what courses and educational programs they need for particular careers.</li> </ul>
or	<ul> <li>Supervise all personnel assigned Career services team members effectively.</li> <li>Develop and recommend policies and procedures for the Career Services Department.</li> </ul>
le	successfully. Currenties all metrospectations of Conservations to an increase between the start of the stirle but
	• Collaborate with the WEL Offices to ensure that all students in work placement complete their internships
	placements for the learners, to ensure that learners are placed in areas of interest.
ed	<ul> <li>Collaborate with the Workplace Experience Learning (WEL) Officers to implement the Industry and Work</li> </ul>
	<ul> <li>Conduct individual and group counseling sessions with students to discuss career goals, academic plans, and job search strategies</li> </ul>



Conduct individual and aroup counseling sessions with students to discuss career goals, academic plans,