



## **JOB DESCRIPTION**

**JOB TITLE:** Career Guidance Counsellor

**REPORTS TO:** Head, Career Services

**DIRECT REPORTS:** None

**DATE PREPARED:** March, 2023

### **JOB PURPOSE**

To provide career guidance services and counseling to the learners of DTI.

### **KEY RESPONSIBILITIES:**

- 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 five (5) 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