

JOB DESCRIPTION – CAREER GUIDANCE COUNSELLOR

A. JOB DETAILS

Job Title: Career Guidance Counsellor

Department: Academics

Reports to: Coordinator of Student Affairs

Parallel Reports: WEL Officers, Hostel Tutors, Clinical Psychologists, Physician Assistants, Nurses

B. JOB SUMMARY

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

C. JOB SPECIFIC DUTIES AND RESPONSIBILITIES

Career Guidance

- Conduct individual and group counseling sessions with students to discuss career goals, academic plans, and job search strategies
- Collaborate with the Workplace Experience Learning (WEL) Officers to implement the Industry and Work placements for the learners, to ensure that learners are placed in areas of interest.
- Collaborate with the WEL Offices to ensure that all students in work placement complete their internships successfully.
- Supervise all personnel assigned Career services team members effectively.
- Develop and recommend policies and procedures for the Career Services Department.
- 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/guardians.
- Implement career development and guidance activities/programs.
- Review resumes of learners and provide feedback on how to improve their resumes
- Conduct individual and group counseling sessions with students to discuss career goals, academic plans, and job search strategies

- Conduct seminars on goal settings, study skills, learning styles and related topics as needed.
- Develop and maintain a career resource center for students aiming at Enhancing Career Development through Partnership between Schools and Employers, in liaison with the WEL Office
- Organize mock/ speed interview sessions for learners to build their confidence
- Organize Job/Career fairs for learners, in conjunction with the PMU
- Perform any other duties as assigned.

D. JOB QUALIFICATION, SPECIFICATION, AND KEY COMPETENCES

- 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

E. WORK GUIDE & REFERENCES

- Institute Policies and Procedures
- Standard Operating Procedures
- The Labour Law 2003, Act 651
- Procurement Laws
- Local and International Financial Regulation Acts
- International Financial Reporting Standards

F. COMMUNICATION AND INTERNAL RELATIONSHIPS

- President/Program Director
- EXCO
- MANCOM
- WEL Office
- All Staff
- Students

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G. EXTERANL RELATIONSHIPS

- MasterCard Foundation Team and Leaders
 - Ministry of Education
 - Vocational Institutions
 - Technical Universities
 - Government agencies
 - Consultants
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H. INFORMATION SECURITY RESPONSIBILITIES

- Lead and abide by the Institute's Information Security Management Systems policies and procedures
 - Safeguard the Institutes' information assets in accordance with its ISMS policies and procedures
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I. JOB DESCRIPTION AGREEMENT

Name of Staff:

Signature:

Date:

Name of Line Manager:

Signature:

Date:

Head of Human Resource & Administration:

Signature:

Date: