

Career Guidance Counsellor

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Phone :

Web :



Job Summary

Vacancy :

Deadline : Jun 23, 2023

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Employment Status : Full Time

Experience : 5 - <10 Years

Salary :

Gender : Any

Career Level : Any

Qualification : Bachelor Degree

Job Description

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.

Education & 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

Must Have

Skills • Management & monitoring knowledge and skills • Counseling & guidance Skills • Communication & Listening Skills **Abilities** • Flexible

Educational Requirements

Bachelor Degree

