



Job Title	Career Counselor	Reports to	
Division/Department		Supervises	Students

COMPETENCY REQUIREMENTS

Experience Required	<ul style="list-style-type: none"> ▪ Minimum of 5 years within a similar role in an educational environment. ▪ A skilled personality profiler using the appropriate psychometric assessment tools. ▪ Ability for career guidance/personality match. ▪ Ability to guide students to recognize their strengths and weaknesses and support them to acknowledge the same. ▪ Ideally some teaching experience. ▪ A candidate who is proficient in CV writing skills. ▪ Ability to utilize all types of media for the enhancement of the job role.
Education Requirements	<ul style="list-style-type: none"> ▪ Minimum Master Degree in Career Guidance, Counseling or a related field ▪ Excellent oral and written English essential. ▪ Spoken and written Arabic helpful but not essential.

CONTEXT

This is a learning organization. As such, all employees strive for professional and institutional development within a culture of effectiveness that:

- Values collaboration, teamwork, and self;
- Encourages ethical behavior;
- Facilitates life-long learning; and
- Utilizes new technologies.

Job Statement

The Career Counsellor facilitates students in identifying realistic and achievable employment goals. The incumbent will be responsible for establishing and maintaining links with local employers so as to facilitate opportunities for students graduating from MOE. Additionally the role will involve career advice and to advice for further learning opportunities to enhance the graduate's potential in the workplace.

Job Specifications

- Interview students to obtain employment history, education background and career goals.
- Administer and interpret tests designed to determine the interests, aptitudes and abilities of students.
- Collect labour market information for students regarding career choice and skill requirements.
- Counsel students on career related issues.
- Assist students with completion of various components of the application process for training.
- Keeping up to date on program changes and current labour market trends.
- Implement and manage career fairs and visits.
- Manage a fairly large caseload.

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- Ensure all files are complete and consistently current.
- Implement and maintain MOE's Quality Assurance policies and procedures through application audit and continuous client feedback.
- Act as an Ambassador for the Ministry Of Education, fostering relationships with both community and commercial representatives.
- The responsibilities listed above are not exhaustive. Additional duties may be added from time to time depending on organizational requirements.

AUTHORITY MATRIX	Name	Signature	Date