



MANICALAND STATE UNIVERSITY OF APPLIED SCIENCES

STAFF VACANCY

***NB: Manicaland State University of Applied Sciences is an equal opportunities employer. In the interest of promoting gender parity, female candidates are encouraged to apply.**

Applications are invited from suitably qualified and experienced persons for the following post:

3. DIVISION OF STUDENT AFFAIRS

POST: Counsellor (1 Post)

Desired Qualifications and Experience

Applicants must have a Bachelor's degree in Counselling or equivalent. At least four (4) years hands on experience preferably in a university or institution of higher learning environment. Preference will be given to applicants with personal, mental health, crisis and student success counselling at tertiary institutions. Professionalism, tact, accuracy, timeliness, and sensitivity are required to effectively advise students and to maintain and enhance relationships with students. Registration as a counsellor and experience with group and/or workshop facilitation including development of seminars is a requirement. Specialized training and credentials in any areas of critical incident training, mental health training, and/or diversity training is a distinct advantage.

Duties and Responsibilities

Job Summary

The University is seeking a full-time Counsellor to develop and enhance counselling systems and programs across the university as well as assisting in counselling of both students and staff. The incumbent should provide a student-centered, inclusive and proactive support system for students under the general direction of the Executive Dean, Division of Student Affairs, who is part of the University's Management Team. The successful candidate is primarily responsible for the provision of guidance and counselling services to students who are seeking solutions to personal concerns, but the Counsellor will also provide career and academic services to students. He or she will address the full spectrum of student issues at an individual and group level. The Counsellor will work with inter alia, the Student Advisor, Chaplain and Health Services team to provide career advice to students and work intimately with the primary health care professionals to respond to campus health care needs as one seamless, overall service. The Counsellor will address students' developmental and personal problems, mental health problems and crises.

Counselling Services directly support the mission of the University in activities that facilitate the student learning experience and increase student engagement and success. The Counsellor will also assist with residence life, student orientations and other activities that enhance well-being; deliver student support trainings such as life skills, career exploration, school life balance and related activities. The Counsellor will oversee a series of programme interventions with an emphasis on prevention and catching issues early on that address the needs and pre-existing issues faced by students. The counsellor will need to be the kind of individual who can develop and deliver innovative programmes and support structures that are responsive to the needs of students, faculty and their families.

Health and Psychological Counselling Services

- Offer mental health assessment and counselling to students on a wide variety of issues including suspected or confirmed mental health problems;
- Create awareness among students, faculty and staff regarding mental health and diversity issues;
- Develop and manage support programs for campus crises;
- Offer personal counselling to students adjusting to post-secondary studies and living away from home.

Faculty and Staff

- Provide confidential consultations to staff/faculty and their families on an individual basis regarding matters both personal and professional i.e. stress and mental health problems;
- Offer a variety of educational and training workshops for faculty and their families;
- Work closely with other student services areas (e.g. security, nurse, residence advisors) to ensure a holistic and seamless approach.

APPLICATIONS

Interested candidates must submit **six** sets applications, certified copies of certificates, transcripts, national identification (ID & birth certificate) and detailed curriculum vitae giving full personal particulars including full name, place and date of birth, qualifications, date of availability, current salary, contact details, names and addresses of three referees addressed to:

**The Assistant Registrar - Human Resource
Manicaland State University of Applied Sciences
Bag 7001 Guthrie Road
Mutare**

Plus a ***single pdf file*** to e-mail address ***recruitment@msuas.ac.zw*** by no later than 1400 hours on Friday, 20 November 2020. Applicants should clearly indicate the post being applied for on the application letter, and only shortlisted candidates will be communicated to.