



IUM
THE INTERNATIONAL
UNIVERSITY OF MANAGEMENT

VACANCIES 2022

IUM invites applications for the following positions:
www.ium.edu.na

1 X STUDENT COUNSELLOR CITY BRANCH, WINDHOEK

PURPOSE OF THE JOB

To provide a professional counselling, training and development services to students within the institution by developing and facilitating educational, skills training and development programmes that contribute to the achievement of and/or experience needed to attain the university's objectives and individual training and development goals.

Under the overall supervision of the Vice-Chancellor, the Student Counsellor will directly report to the Dean of Students.

DUTIES AND RESPONSIBILITIES

- Provide professional counselling service to students to ensure the emotional and professional growth of students.
- Counsel prospective students on the admissions process and opportunities at the university.
- One-on-one counselling to diverse populations of students.
- Provide referral services such as mental health or substance abuse.
- Assist with conflict mediation and resolution between students, parents, lecturers to ensure student studies are not disrupted.
- Assist in the development and delivery of on-campus events and programmes for counselling groups and individuals.
- Maintaining and disseminating information about counselling services to students.
- Making informational presentations to stakeholders.
- Develops tools to assess individual improvement in behavior during counselling.
- Lecture/mentor students in assigned class.
- Monitor activities of assigned students and complete final evaluations.
- Monitor and provide material support to individual students.
- Advice management in the planning for support of transfer of learning in and around the working environment.
- Provide a positive, enthusiastic appearance and be a role model for all students.
- Perform any other related duties as shall be determined from time to time by management.

REQUIREMENTS

- A recognised Bachelor's Degree in Counselling or Psychology or equivalent.
- A Master's Degree will be an added advantage.
- The incumbent must have excellent analytical skills; excellent listening and communication skills; good interpersonal skills with high level of emotional intelligence, and be willing to work under pressure to meet deadlines whenever necessary.
- Five (5) years' experience in the field of counselling with good knowledge of counselling principles, techniques and practices.
- Should be computer literate.



A Namibian University Dedicated to its People's Future

1 X STUDENT COUNSELLOR COASTAL CAMPUS, WALVIS BAY

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- Maintaining and disseminating information about counselling services to students.
- Making informational presentations to stakeholders.
- Collaborate with the Office of the Dean of Students and other relevant staff to share relevant information.
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1 X STUDENT COUNSELLOR NKURENKURU CAMPUS

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- Should be computer literate.

1 X STUDENT COUNSELLOR

CENTRE OF EXCELLENCE FOR EDUCATION, ONGWEDIVA

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REMUNERATION PACKAGE

The Institution offers a competitive remuneration package commensurate with the incumbent's qualifications including a Pension Scheme and Medical Aid. Preference will be given to suitably qualified Namibian Citizens and to designated categories as prescribed by the Namibian Affirmative Action (Employment) Act especially **people living with disabilities**. Please forward your CV, copies of qualifications, transcripts and application documents including the NQA evaluation for foreign qualifications to:

The Director: Human Resources, Private Bag 14005, Bachbrecht, Windhoek or e-mail to recruitment@ium.edu.na

Only short listed candidates will be notified and no CV's and documentation will be returned.

CLOSING DATE: 19 NOVEMBER 2021



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