



## **EMPLOYMENT OPPORTUNITY**

### **ABOUT ZCAS UNIVERSITY**

ZCAS University is a Tier 1 University registered in line with the Higher Education Authority Act No.4 of 2013(as amended by act number 23 of 2021), offering Bachelor's, Master's, and Doctorate degree programmes on full-time, part-time, and distance education modes of study. ZCAS University awards degree programmes in Accountancy, Computing, Technology, and Applied Sciences, Law, Finance, and Business -related disciplines.

The University invites applications from suitably qualified and experienced persons to fill the following position in this fast-growing higher education institution:

### **1. COUNSELOR AND PLACEMENT OFFICER (1)**

**Reporting to:** Student Welfare Officer

#### **Purpose of the Job**

Responsible for planning, administration, coordination, and implementation of counseling and placement services for students and members of staff.

#### **Main Responsibilities**

- i. Prepares counseling work plans for the University.
- ii. Promotes institutional awareness of the counselling service.
- iii. Provides an effective and confidential counselling service to students.
- iv. Assists in the promotion of counselling and support services to improve the emotional health and well-being of students
- v. Participate in the formulation/review of policies, reparation/review of work manuals and procedures, and related documentation for counseling services for staff and students.
- vi. Oversees the counseling of students with academic, career, psycho-social and health concerns, or problems.
- vii. Assists students understand and overcome social or psycho-social problems through individual or group counseling.

- viii. Undertakes group work and student workshops as appropriate, according to service need and specialist skills in this area.
- ix. Liaises with businesses and industry to develop beneficial partnerships for students' job placements and internships opportunities.
- x. Assists with maintaining employer data base (s) and submits quarterly reports.
- xi. Assists students identify employment options that match their career interests.
- xii. Assists students in all aspects of job search including resume writing, interview presentation techniques and job referrals.
- xiii. Assists students select and apply for educational programs, to obtain the necessary degrees, credentials, and skills.

### **Qualifications and Experience**

- i. Grade 12 Certificate with five (5) credits or better including English and Mathematics.
- ii. Diploma in Counseling and Guidance, Psychology, or any relevant Social Science.
- iii. An undergraduate qualification in a relevant field is an added advantage.
- iv. Minimum of three (3) years post-qualifying experience of providing individual Counselling or Psychotherapy in a higher learning institution.
- v. A registered member of Zambia Counselling Council

### **Key Attributes and Skills**

- i. Relationship management, with demonstrated ability to work with students, diverse teams, and stakeholders.
- ii. Ability to handle sensitive information professionally and confidentially.
- iii. Coordination and networking capabilities.
- iv. Good crisis intervention skills and the ability to remain calm and handle high levels of stress in crisis situations.
- v. Excellent meeting management, organizational and planning ability as well as customer care skills.
- vi. Ability to pay attention to details.
- vii. Proven ability to multitask in a fast-paced work setting.
- viii. High degree of innovation and commitment.
- ix. Computer Literate – Word, Power Point, Excel, email among others.
- x. Strong analytical and problem-solving skills.
- xi. Excellent mentoring and counseling skills.
- xii. Excellent Communication skills.

***The position applied for should be clearly stated in the application letter and marked on the envelope.***

Applications with certified copies of certificates and at least three referees should be addressed to:

Registrar  
ZCAS University  
P.O. Box 50497, RW  
**LUSAKA**

Or Email: [registrar@zcasu.edu.zm](mailto:registrar@zcasu.edu.zm)

**Closing Date: 17<sup>th</sup> June 2022. Only short-listed candidates will be contacted.**

*ZCAS University is an Equal Opportunity Employer.*