



EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY

Pwani University, a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards and encouraging and supporting members of staff to undertake research. The University has a vacancy for the position of **Counselling Officer I**.

COUNSELLING OFFICER I GRADE 10 1 POSITION

REF: PU/ADV/04/05/2025

REQUIREMENTS FOR THE POSITION OF COUNSELLING OFFICER I GRADE 10

This is a middle level to this cadre in the University and appointment shall be on such terms and conditions as may be determined by the Council from time to time depending on age, citizenship or any other reason as may be stipulated in the Kenyan Labour Laws.

Academic Qualification

The candidate **MUST** possess a Bachelor's degree in Counselling Psychology or equivalent qualification from a recognised Institution.

Must be registered and licensed by the Counsellors and Psychologists Board.

Experience

The candidate should have **ten (10) years** of relevant work experience, **three (3)** of which should be at the level of a **Counselling Officer II** or comparable grade with proven integrity, honesty, independence, innovativeness and compliance to deadlines

In addition, the candidate should have experience in the following;

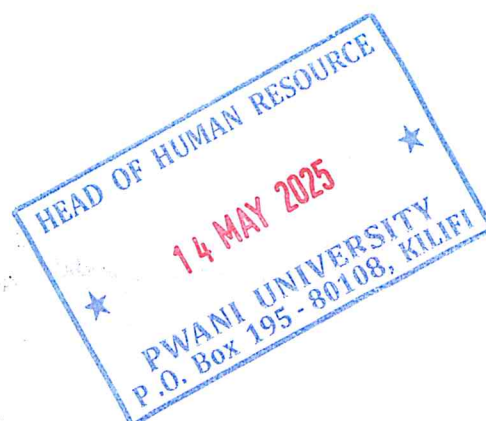
- Assist the Student Counselor in carrying out Guidance and Counseling activities in the
- University
- Spearhead safe online guidance and information giving activities pertaining to counseling.
- Develop, design, maintain and disseminate mental health information and guidance online
- Manage the counseling office digital communication
- Facilitate online support groups
- Spearhead use of social media for guidance and information-based activities.
- Run an active guidance and counseling website
- Carry out an active ongoing online campaign for mental health
- Monitoring and listening to social media
- Conduct online surveys to establish student needs
- Compiling reports on online guidance and counselling activities
- Run an active Pwani University Counselling YouTube channel



Skills

The candidate must have the following:-

- Active listening skills
- Communication skills
- Computer proficiency
- Confidentiality
- Interpersonal skills
- Non-judgmental skills
- Organisational skills
- Public relations skills
- Report writing skills
- Team work skills



TERMS OF SERVICE

Benefits for the above positions include a competitive basic salary, house allowance, medical cover for staff and dependents, life Insurance, opportunities for further development and training and other regular allowances as determined by SRC.

Interested applicants should submit **four (4) hard copies** of their application accompanied by a detailed Curriculum Vitae, providing details of age, marital status, academic and professional qualifications, work experience, present post and salary, email address, telephone, names and contacts of three referees who are knowledgeable about the competence of the applicant, copies of relevant certificates and testimonials.

Applications and letters of recommendation from referees should be addressed to:

**The Vice Chancellor
Pwani University
P. O Box 195-80108, Kilifi**

Candidates with foreign qualifications **MUST** submit a Certificate of Recognition from the Commission of University Education (CUE).

Pwani University is an equal opportunity employer, female candidates and persons living with disability are encouraged to apply. The latter should attach their National Council for Persons with Disability (NCPWD) Certificate.

The deadline for submitting applications is **Wednesday, 28th May 2025**. Applications received later than this date **will not** be considered

Please Note that: Only shortlisted candidates will be contacted.

Canvassing will lead to automatic disqualification

NO FEE

PWANI UNIVERSITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, OR APPOINTMENT)