



GREAT CAREER OPPORTUNITY

The University of Lusaka is inviting applications from suitably qualified candidates to fill the position of **Student Counsellor**.

Summary of the Position

The overall purpose of this position is to manage and advise Management on all matters relating to student affairs.

The Student Counsellor's key performance areas include the following:

- Advising Management on matters pertaining to student governance, performance and extracurricular activities
- Planning and develop a calendar scheduling all student activities every year.
- Managing the administration recreational, social-cultural and extracurricular programs for students.
- Guiding students on the appropriation of funds and control expenditure in accordance with laid down procedures to ensure proper utilization of resources.
- Providing individual or group counselling or advisory services relating to personal problems, academic and vocational objectives, social and recreational activities.
- Overseeing student discipline regarding their adherence to University rules and regulations.
- Liaising with student union leadership and offering guidance on student affairs in order to maintain harmony.
- Administer first aid to students.

Key Attributes and Skills

- Excellent interpersonal skills.
- Strong oral and written communication skills
- Ability to work under minimum supervision
- Ability to handle conflicts

Minimum Qualifications:

- A Degree in Psychology with a component of Psychosocial Counselling
- Diploma in Nursing or Clinical Medicine will be an added advantage.
- Three (3) years' experience in a similar position in an academic institution will be an added advantage.

APPLICATION GUIDELINES

Interested candidates should send their cover letters together with certified copies of educational and professional certificates, and Curriculum Vitae with at least three traceable references to the address below on or before 13th December 2019.

The Human Resource Officer

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