

REGIONAL MARITIME UNIVERSITY, ACCRA-GHANA

VACANCY FOR A GUIDANCE AND COUNSELLING OFFICER

Applications are invited from suitably qualified and interested candidates to fill the vacant position of **Guidance and Counselling Officer**.

JOB PURPOSE: To provide professional service to students and faculty (which includes care, support and general well-being) and to coordinate placement of students on jobs for their internship.

DUTIES:

- Responsible for the welfare, career guidance and counselling of students of the University
- Assess and advise students on problems
- Act as a guardian of the University's values
- Provide orientation to students
- Perform any other duties assigned from time to time.

QUALIFICATIONS AND EXPERIENCE

A minimum of a good First Degree in Social Sciences or a relevant field with 5 years of relevant post-qualification experience.

OTHER QUALITIES OR REQUIREMENTS

- Good analytic and evaluation skills
- Good interpersonal skills
- Good diplomatic and communication skills
- Organizational and planning skills
- Leadership skills
- Ability to respond to new challenges
- Reliable, punctual, dedicated, responsible and smart
- Must be confidential and trustworthy
- Must be open, accessible and customer-friendly
- Must be energetic and capable of working under pressure and for long hours
- Must be a team player
- Must be able to apply principles to solve practical problems.

SALARY: The salary attached to the post is based on the RMU Integrated Salary Scale.

MODE OF APPLICATION

All applications with copies of Certificates, Testimonials and Curriculum Vitae should be addressed to:

**THE UNIVERSITY REGISTRAR
REGIONAL MARITIME UNIVERSITY
POST OFFICE BOX GP 1115
ACCRA-GHANA**

Email: university.registrar@rmu.edu.gh

CLOSING DATE: The closing date for receipt of applications shall be **Monday, 13th February, 2023.**