



SOS-HERMANN GMEINER INTERNATIONAL COLLEGE - TEMA

VACANCY

INTRODUCTION

SOS-Hermann Gmeiner International College is a dynamic co-educational boarding school located in Tema, Ghana. We offer quality pre-university education for students from SOS children's villages across Africa as well as others from the host country, Ghana, and beyond. For more information about the college, please visit our website at www.soshgic.edu.gh.

JOB TITLE – ASSISTANT GUIDANCE COUNSELOR

ROLE OVERVIEW

The primary function of the Guidance Counseling Office is to provide a comprehensive, competency-based counseling program focused on the learning, personal/social, and career/vocational needs of all students. The office supports students in making the transition to the next level of their education and manages the transition process. The Assistant Guidance Counselor aids the Guidance Counselor in providing information about transitions from SOS-HGIC, careers, continuing education, and financial aid applications, and performs related duties as required.

DUTIES AND RESPONSIBILITIES

The Assistant Guidance Counselor will assist the Guidance Counselor in:

1. Developing and implementing an effective Guidance and Counseling program.
2. Disseminating information to students about local and international universities and colleges, careers, and continuing education.
3. Helping students choose universities and colleges.
4. Assisting students in finding specific information and literature regarding careers, colleges, and universities.
5. Aiding students in completing various university application forms, including those for financial aid and scholarships.
6. Consulting and communicating with students, staff, and parents (including appropriate personnel from the SOS Children's Villages and the Hermann Gmeiner Fonds Deutschland e.V.) to assist students with academic/career planning and transitions to universities/colleges.
7. Meeting individually with students and groups to develop career plans.

8. Supporting students in meeting the requirements of their chosen universities and application deadlines.
9. Writing counselor recommendations.
10. Evaluating teacher recommendations.
11. Providing students, parents, universities, and colleges with transcripts and other information.
12. Scheduling and coordinating external exams such as the SAT.
13. Making themselves available to all students and parents seeking guidance and counseling services, including organizing programs and workshops.
14. Assisting students from diverse cultures and traditions.
15. Bringing in external expertise to support the work of the Career Guidance Unit.
16. Providing information on reputable and beneficial summer programs that help students broaden their knowledge, skills, and worldview.
17. Providing prompt feedback to parents and students on inquiries made.
18. Coordinating with the Front Desk to ensure packages to universities/colleges are sent promptly.
19. Submitting an annual report to the Head of Department.

COMPETENCIES

Technical:

1. Bachelor's degree in Psychology, Education, Sociology or a related field.
2. 2-3 years' post-degree experience.
3. Preferable experience working with an international school or NGO.

Personality:

1. Knowledge of the principles and practices of guidance counseling.
2. Ability to work effectively with adolescents, high school students, and school personnel.
3. Ability to demonstrate excellent oral and written communication skills.
4. Skills in effectively applying guidance counseling techniques.
5. Sensitivity to and understanding of the career and educational goals of students.
6. Ability to be proactive and innovative in addressing student needs and challenges.

DIRECT REPORT

The Assistant Guidance Counselor is line-managed by the Guidance Counselor.

HOW TO APPLY

Please submit an application letter and a recent CV to applications@soshgic.edu.gh.
The subject should be titled, **Assistant Guidance Counselor**.

DEADLINE

Application deadline is **Friday, 28th February 2025**. Only shortlisted candidates will be contacted.