

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

- 1.1 Position Title:** Asst. Counselor
- 1.2 Position Level:** P5
- 1.3 Major Group:** Sports and Youth Services Group
- 1.4 Sub-Group:** Counseling Services
- 1.5 Job Code No.:** 17.740.03
- 1.6 Job Location (*Complete as appropriate*):**
Ministry: Education; Department: DYCS;
Division: Career Education and Counseling; Section: _____;
Unit: _____.
- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*): Counselor**

- 2 PURPOSE, DUTIES & RESPONSIBILITIES** (Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance):

Purpose: To assist and support in providing a basic level of professional counseling service to school/department and recognition of the importance of the pastoral dimension in the education of children and young people.

Duties and Responsibilities	% of Time
Counseling <ul style="list-style-type: none">▪ Assist promotion of personal and social development appropriate to developmental stages.▪ Assist in providing support to students/youth, their parents and the community to foster growth in the students'/youths' self	

<p>esteem, individual responsibility, and in skills such as decision-making and social skills.</p> <ul style="list-style-type: none"> ▪ Assist in the prevention and awareness of personal and social issues such as substance abuse, depression, sexuality, eating disorder, anxiety, self-esteem, family problems, relationship and interpersonal skills and anger management. ▪ Assist in promotion of appropriate interventions to assist students/youth with school-related problems and social issues. ▪ Assist in facilitating the goals of career education by helping students and their families to explore and clarify the student's/youth's career options, through developmental activities that stress decision-making, personal planning and career awareness. ▪ Assist in providing comprehensive counseling services related to sexuality education, parenting education, Vocational education, Drug education, health education and preventive education. ▪ Assist in referring issues to relevant services in case of some difficult issues 	
<p>Information</p> <ul style="list-style-type: none"> ▪ Assist in updating and providing information related to changes taking place in the economy, society, and job market. ▪ Assist in updating, compiling and providing employment information, sexuality education, and other related information for the students/youth. ▪ Assist in designing and disseminating information through computer based career-information system. 	
<p>Implementation</p> <ul style="list-style-type: none"> ▪ Assist in implementing related programs in the school level and the community. ▪ Assist in implementing individual and group programs in a 	

<p>variety of areas.</p> <ul style="list-style-type: none"> ▪ Assist in supervising peer counseling programs in school settings and out of school setting. ▪ Assist in co-ordination school-to-work transition programs, and the provision of counseling and information services to students, parents, teachers, faculty and staff. 	
<p>Planning</p> <ul style="list-style-type: none"> ▪ Assist in supervision, monitoring, reviewing and evaluating of dzongkhag level school activities conducted in the past for the department's reference. ▪ Assist in coordinating and conducting dzongkhag level programs such as workshops, training, competitions, and youth activities. ▪ Assist in conducting needs assessment for planning and proposing programs for the department 	
<p>Administration</p> <ul style="list-style-type: none"> ▪ Assist in consultation and provide support to the head of the division in administrative duties and framing objectives and guidelines. ▪ Participate in different committees/clubs/forums. ▪ Participate in meetings/workshops as and when required. ▪ Assist in keeping records of all the activities conducted for future analysis and reference. ▪ Work cooperatively and communicate effectively with other colleagues, support staff, parents, and other members of the community. ▪ Assist to liaison between relevant agencies generating employment for youth. ▪ Assist in implementing program and planned-change strategies. ▪ Assist in supervising the implementation of the policy and recommendation on children's' rights and responsibilities and of school based counseling programs. 	

<p>Organizer /trainer</p> <ul style="list-style-type: none"> ▪ Assist in organizing and implementing activities and programs under the department in schools. ▪ Assist in organizing periodic workshops/refreshers course 	
<p>Any other duties</p>	

3 KNOWLEDGE AND SKILLS REQUIREMENTS *(Minimum requirement for performance of work described – Level of Knowledge, Skill and Ability):*

3.1 Education: Bachelors.

3.2 Training:

3.3 Length and type of practical experience required: Entry

3.4 Knowledge of language(s) and other specialized requirements:

- Proficient knowledge of English and Dzongkha
- Proficient in local dialect
- Knowledge and skills in computer
- Administration and managerial skills
- Interpersonal communication skills

4 COMPLEXITY OF WORK *(The nature, number and intricacy of tasks, steps, processes or methods involved in work; difficulty and originality involved in work):*

- Work very closely with young people, their families and the community to achieve participation, which could be physically exhausting, emotionally demanding and intellectually challenging.
- Flexibility in working hours including some out of hours work to meet service delivery and requirements of the schools, youth and community
- The work would typically consist of several different and unrelated processes requiring decisions to be made sometimes without all the information available.

5 SCOPE AND EFFECT OF WORK *(Describe the purpose, breadth of work performance, and the effect the work has on the work of others or the functions of the organization):*

Catering towards the development of youth friendly services and the pastoral care system in the schools / community and promotion of safety education. It would entail dealing with a variety of conventional problems, situations and questions affecting the lives of the young people/students. The Asst. counselor would have to assist in promoting comprehensive counseling services and create an environment conducive both to academic development (requirement of his role as a teacher) and to the positive development and growth of the child physically, socially and emotionally.

The job would result in:

- Creation of an awareness of self and others and the development of positive attitude towards all aspects of life
- Skills of communication and interpersonal relationship, decision-making and problem solving, and adaptation that can enhance young people's opportunity for employment in a ever-changing world of work and living a fulfilling life;
- A deep sense of responsibility, resourcefulness and self-reliance, dedication and loyalty

6 INSTRUCTIONS AND GUIDELINES AVAILABLE

6.1 Instructions: *(Describe controls exercised over the work by the superior; how work is assigned, reviewed and evaluated)*

The senior counselor would make his/her own judgment in meeting the needs of students with diverse abilities and interests but would be expected to work:

- in line with the educational policy which will determine the overall implementation of the program at the school level.
- as per the instruction of the Department who will be providing instruction and guidelines to be exercised by the schools and the community.

- according to the mandate that will guide and provide necessary guidelines.

6.2 Guidelines: *(Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines):*

The educational policy guidelines, circulars from the Dzongkhag/DYCS/DEO and resolutions of the Annual Education Conference will be referred to while implementing the programs at the school level. Other guidelines are: Vision 2020, CAPSD newsletter, Career Newsletter, Education Sector Strategy 2020, Education Annual Statistics, School counseling standards and other guidelines on international counseling standards.

In order to execute a proper guidance and counseling program, the counselor uses his/her skills and knowledge in developing appropriate strategies that cater to the diverse problems/abilities/interests of students/youth but are in keeping with the instructions and other policies and guidelines.

7 WORK RELATIONSHIP *(Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization other than contacts with superiors):*

Work with parents, schools, students and staff and dzongkhag organizations to solve specific youth / student problems and assist other teachers in their role as teacher counselor. Interact with other youth organizations working in related areas like youth, health etc to approach youth related problems.

8 SUPERVISION OVER OTHERS *(Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and classification and number of subordinates):*

No technical supervision. Needs to compile reports and feedback received from schools and interact with the youth coordinators in the schools.

9 **JOB ENVIRONMENT** *(Describe physical exertion required, such as walking, standing, lifting heavy objects, etc., and/or any risks or discomforts such as exposure to chemicals, climbing to heights, extreme weather conditions, or other severe discomforts):*

While assisting implementing and monitoring of programs in schools a lot of interaction with schools and community is expected. Frequent school visits are mandatory and necessary. Most of the schools that are inaccessible by road, poses difficulty and with hostile climatic condition, poor school facilities and inadequate materials and difficult community with limited service facilities it becomes very difficult to keep up with expectations. The job is very demanding, as it demands a high standard of self-discipline, commitment and dedication. It demands constant up gradation of information and skills.