

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

1.1 Position Title: Sr. Counselor

1.2 Position Level: P3

1.3 Major Group: Sports and Youth Services Group

1.4 Sub-Group: Counselling Services

1.5 Job Code No.: 17.740.01

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*): Director

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 provide referral comprehensive counseling services in schools or senior level advisory services in the department and recognize the importance of the pastoral dimension in the education of children and young people and to promote safety education. Such provision must meet the needs of individual pupils in order to support their academic development and promote their physical, social and emotional welfare.

Duties and Responsibilities	% of Time
<p>Counseling</p> <ul style="list-style-type: none"> ▪ School and dzongkhag-based consultation and planning to promote the educational, social, emotional and career development of students ▪ Co-ordination of school, district and other community services for students as required by the other inter-ministerial agreements ▪ Provide support to the school counselors in implementing guidance and personal planning and promoting healthy school environment and comprehensive health services to students and youth. ▪ Develop procedures for prioritizing areas of services and dealing with emergencies ▪ Actively involved in staff and curriculum development ▪ Training of school counselors in the Dzongkhags ▪ Attending to the referrals referred from other dzongkhags and communities ▪ Updating with the correct and relevant information ▪ Visiting schools / communities and working out the areas that need attention ▪ Managing the Youth Service Centres (YSC) ▪ Provide counseling/consultation services to the youth / parents / communities 	30%
<p>Planning</p> <ul style="list-style-type: none"> ▪ Monitoring, reviewing and evaluating dzongkhag level school and youth activities conducted in the past for the department's reference and record. ▪ Provide support and exercise dzongkhag level programs such as workshops, training, competitions, and youth activities. ▪ Conduct needs assessment for planning and implementation of programs for the department 	25%
<p>Administration</p> <ul style="list-style-type: none"> ▪ Provide support and advice to the head of the division in administrative duties ▪ Actively involved in the consultation and interaction procedures while framing objectives and guidelines of the division. ▪ Active participation in different committees/clubs/forums. ▪ Participate in meetings/workshops as and when required. 	

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: Diploma or Specialized training in related fields with focus in counseling for instance career, adolescent health, substances abuse and drugs, youth issues, parenting, vocational, psychology etc

3.3 Length and type of practical experience required: Minimum 4 years experience as a Counselor or equivalent experience

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):*

Very sensitive since the work is highly related to youth issues and schools and could be under constant pressure of meeting dateline in providing information to the schools and the department, especially with regard to the implementation of programs and coordination between the relevant agencies. The position requires a high degree of knowledge in the area of youth issues.

The senior counselor would be required to:

- Address the psychological and behavioral issues that impact the development and performance of the child
- Work very closely with young people, their families and the school to achieve participation from the parents and community

- Flexibility in working hours including some out of hours work to meet service delivery and requirements of the schools
- Has to be equipped with and capable of using child psychology and variety teaching skills and methods
- Involves long hours of mental and physical strain.
- Maintain confidentiality and at the same time report to the school authority
- Sometimes working against the policy of the school in the retention of the child in the schools
- Engaging in the development and implementation of various guidance and counseling programs demands considerable planning and application of oneself and resources; this occupies the school counselor mentally and physically outside the normal course of work.
- Provide professional supervision of junior counselors
- The senior counselor's job can be physically exhausting, emotionally demanding and intellectually challenging.

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):*

Shoulder effective and efficient administrative responsibilities and contribute to advancement and dissemination of knowledge, skills and information. Provide professional supervision to:

- junior counselors under their supervision
- schools without school counselors

The primary function is to enhance the delivery of quality services to the schools and dzongkhag.

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 students' 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
- More effective counseling programs within the schools/regions

6 INSTRUCTIONS AND GUIDELINES AVAILABLE

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

Work would be assigned by the head of the division based on the ability, competence, skills, training, qualification and experience in the field. He would be expected to define objectives, priorities and deadlines with the employee, planning and carrying out the work in accordance with those instructions and based on guidelines which maybe adapted to specific cases. Work would be reviewed and evaluated by the head with provision for creativity and freedom to work on their own and for personal development.

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. Other guidelines are: Vision 2020, CAPSD newsletter, Career Newsletter, Education Sector Strategy 2020, Education Annual Statistics, School counselling standards will be referred to while implementing the programs at the school level.

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 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*):

- Needs to work mostly with other relevant agencies and be in constant consultation with them.
- Regular interactions with staff and colleagues:
- With regard to administrative work
- To solve specific student problems
- To assist counselors in their roles as counselors

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

Professional supervision of:

- counselors in office/schools
- schools without a school counselor

Publication of materials to be sent to schools and assist in the supervision of the school based guidance and counseling programs.

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*):

Majority of the senior counselors would travel to schools that are inaccessible by road, and with hostile climatic condition, poor school facilities and inadequate materials and difficult community with limited service facilities. The job is very demanding, as it demands commitment and dedication. It also requires constant up gradation of information and skills. The work requires frequent contact with schools

and students to provide professional support and supervision, which will require them to travel to schools within their region/area, which are located in remote areas.