

ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION

**POSITION DESCRIPTION**

**1. JOB IDENTIFICATION:**

- 1.1 Position Title:** Counselor
- 1.2 Position Level:** P4
- 1.3 Major Group:** Sports and Youth Services Group
- 1.4 Sub-Group:** Counseling Services
- 1.5 Job Code No.:** 17.740.02
- 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*): Senior Counselor**
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**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 a basic level of professional counseling service to youth / school / department and community recognition of the importance of the pastoral dimension in the education of children and young people.

Duties and Responsibilities	% of Time
<b>Counseling</b> <ul style="list-style-type: none"><li>▪ Promotes personal and social development appropriate to developmental stages</li><li>▪ Counsels students, their parents and the community to foster growth in the students' self esteem, individual</li></ul>	

<p>responsibility, and in skills such as decision-making and social skills</p> <ul style="list-style-type: none"> <li>▪ Counsels students regarding personal and social issues such as substance abuse, depression, sexuality, eating disorder, anxiety, self-esteem, family problems, relationship and interpersonal skills and anger management</li> <li>▪ Enhances students' educational achievement through goal setting, assisting with the development of career education and activities such as promotion of effective work and study habits</li> <li>▪ Provide appropriate interventions to assist students with school-related problems and youth related issues</li> <li>▪ Facilitate the goals of career education by assisting students and their families to explore and clarify the student's career options, through developmental activities that stress decision-making, personal planning and career awareness</li> <li>▪ Provide comprehensive counseling services related to sexuality education, parenting education, drug education, health education, vocational education, and preventive education</li> <li>▪ Refer students to relevant services in case of some difficult issues</li> </ul>	
<p><b>Information</b></p> <ul style="list-style-type: none"> <li>▪ Updating and providing information related to changes taking place in the economy, society, and job market</li> <li>▪ Updating, compiling and providing employment information, sexuality education, and other related information for the students</li> <li>▪ Design and disseminated information through computer</li> </ul>	

based career-information system	
<p><b>Implementation</b></p> <ul style="list-style-type: none"> <li>▪ Implementing related programs in the community / school level</li> <li>▪ Implement individual and group programs in a variety of areas</li> <li>▪ Implement and Supervise peer counseling programs in school / community settings</li> <li>▪ Co-ordinate school-to-work transition programs, and the provision of counseling and information services to students, parents, teachers, faculty and staff.</li> </ul>	
<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>▪ Assist in Supervision, monitoring, reviewing and evaluating of dzongkhag level school activities conducted in the past for future for the department's reference.</li> <li>▪ Coordinating and conducting dzongkhag level programs such as workshops, training, competitions, and youth activities.</li> <li>▪ Understand needs assessment for planning and proposing programs for the department</li> </ul>	
<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>▪ Provide consultation services and interact with the head of the division in administrative duties and framing objectives and guidelines.</li> <li>▪ Participate in different committees/clubs/forums.</li> <li>▪ Participate in meetings/workshops as and when required.</li> <li>▪ Keeping records of all the activities conducted for future analysis and reference.</li> <li>▪ Work cooperatively and communicate effectively with other colleagues, support staff, parents, and other</li> </ul>	

<p>members of the community.</p> <ul style="list-style-type: none"> <li>▪ Liaison between relevant agencies generating employment for youth and other areas.</li> <li>▪ Implement program and planned-change strategies.</li> <li>▪ Implement policies and recommendation on children's' rights and responsibilities and school based counseling programs.</li> </ul>	
<p><b>Organizer /trainer</b></p> <ul style="list-style-type: none"> <li>▪ Assist and organize the implementation of activities and programs under the department.</li> <li>▪ Assist and organize periodic workshops/refreshers course for the focal persons.</li> <li>▪ Professional supervision of junior counselors within respective school and region/area</li> </ul>	
<p><b>Any other duties</b></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:** Certificate in related areas such as drugs, health, parenting, vocational, career, youth, counseling, educational Psychology for minimum of 6months -1 year

**3.3 Length and type of practical experience required:** Minimum of 4 years experience as Asst. 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):*

- The counselor's job can be physically exhausting, emotionally demanding and intellectually challenging.
- Involves long hours of mental and physical strain while
  - addressing the psychological and behavioral issues that impact the development and performance of the child
  - working very closely with young people, their families, community and the school to achieve participation
  - working hours need to be flexible including some out of hours work to meet service delivery and requirements of the community and schools
  - high endurance, selflessness and acceptance need to be practiced by the counselor
  - the work would typically consist of several different and unrelated processes requiring decisions to be made sometimes without all the information available
- Has to be skilled with techniques, knowledge and methods in dealing with youth related issues
- Maintain high degree of confidentiality and need to act appropriately risking the trust of the client at times
- Maintain the ethical issues in counseling
- Requires a high degree of knowledge in the area of youth issues.

**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):*

The development and institutionalizing the pastoral care system in the schools/community and promotion of safety education would require dealing with a variety of conventional problems, situations and questions affecting the lives of the youth / students in their community / schools. Therefore, provide comprehensive counseling services and create an environment conducive both to academic development (requirement of his role as a teacher or mentor) 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 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

## **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 in the community and schools.
- according to the mandate that will guide and provide necessary guidelines to be exercised both by schools and other youth related organizations.

**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, 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 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):*

Technical supervision over school counseling programs and school counselors. Needs to supervise the delegation of job responsibilities for the youth related activities and 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):*

Majority of the school counselors would mostly work in schools that are inaccessible by road, 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 a high standard of self-discipline, commitment and dedication. It demands constant up gradation of information and skills.