

<b>NON-ACADEMIC POSITIONS</b>	<b>Closing Date: 31 July 2024</b>
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**Position 2: Executive (1 position)**

**Location : International Islamic School Malaysia, Gombak**

<b>Unit</b>	<b>Status</b>	<b>Expected Report Duty</b>
Counseling	Full Time	August 2024

**Job Description:**

1. Responsible to conduct and organize programmes related to students' emotional and psychological well-being.
2. Responsible to conduct and organize programmes related to career pathways for upper grade students.
3. Assist in the planning, supervision and implementation of activities/programs as in the school annual calendar.
4. Hold counselling and consultation sessions for students who need guidance and support.
5. To implement monthly guidance and counselling sessions for both lower and upper grades.
6. Communicating and building positive relationship with students and parents

**Job Requirements:**

1. A good Bachelor Degree in the specific field in Counselling, Psychology or equivalent.
2. At least 2 – 3 years working experience as school Counsellor.
3. Must be a member or eligible for memberships of the Malaysian Board of Counsellor (A registered Counsellor).
4. Mastery of any additional language will be an advantage.
5. Actively support the school activities and make a positive contribution to the development of the school.
6. Good attitude and strong work ethic.
7. To have a working knowledge of various counselling models, practices and resources.