



MAMA NGINA UNIVERSITY COLLEGE

CAREER OPPORTUNITIES IN A FAST GROWING INSTITUTION

Mama Ngina University College (MNUC) is a constituent College of Kenyatta University (KU) that was established by *Legal Notice No. 193* issued in accordance with the *University Act No. 42 of 2012* and published as the *Mama Ngina University College Order* on September 2021. The University College seeks to recruit competent and dedicated applicants to fill the following position:

1.0 OFFICE OF THE STUDENT AFFAIRS & OUTREACH

a) POST OF ASSISTANT STUDENTS COUNSELLOR - GRADE E/F - REF: MNUC/SAO/ASC/001/2025

Areas of Specialization – Counselling Psychology.

Person Specifications

- i. An earned Masters Degree in Counselling Psychology or its equivalent from an accredited and recognized University;
- ii. Be registered and licensed by the Counsellors and Psychologist Board, and in good standing;
- iii. Have experience in student counselling;
- iv. Proficient in computer applications.

OR

- i. Hold a Bachelor's degree in Counselling Psychology or its equivalent from an accredited and recognized University;
- ii. Have at least six (6) years working experience, three (3) of which must be in student counselling;
- iii. Be registered and licensed by the Counsellors and Psychologist Board, and in good standing;
- iv. Proficient in computer applications.

Job purpose

This cadre of Staff is responsible for the overall coordination and operations of the University College Student's Counselling Section.

Duties and responsibilities;

- i. Handling students' issues concerning their social life by offering guidance and counselling in order to correct their undesirable behaviors.
- ii. Conducting guidance and counselling sessions in order to address arising social issues such as misuse of drugs as a preventive measure and stopping further addiction to drugs.

- iii. Organizing talks for students in areas already identified as need areas through sourcing for relevant speakers to address and offer public lectures to students so as to equip them with the relevant knowledge and information for more informed decisions.
- iv. Maintaining consistent follow-up with the students in order to see to it that the positive change in behavior obtained is sustained and factors that would lead to re-occurrence of the helped issue are dealt with.
- v. Referring students who require specific attention to the appropriate service provider such as drug addicts who require rehabilitation services so as to exhaustively assist the students recover from the maladjustment.
- vi. Providing spiritual guidance to students.

TERMS OF SERVICE

Employment for the above position will be on permanent and pensionable terms. The appointed candidate will be remunerated as per the Inter Public University Councils Consultative Forum (IPUCCF) and 2021- 2025 CBA approved salary rates.

APPLICATION PROCEDURE

1. Candidates may submit manual (hard copy) or electronic (online) applications.
2. All applications should be submitted together with a detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials.
3. Scanned copies of the stated documents must accompany the online application.
4. Those applying online should send their applications to recruitment@mnu.ac.ke
5. Manual applications should be submitted in a sealed envelope clearly marked for the position being applied for and delivered to:

**Human Resource Office,
Mama Ngina University College,
P.O Box 444-01030,
GATUNDU.**

6. All applications should reach Mama Ngina University College on or before **12th May, 2025** not later than **5.00 p.m.** (East African Time).

MNUC is an equal opportunity employer and canvassing will lead to automatic disqualification.

PLWD'S and those from marginalized communities are encouraged to apply

Only shortlisted candidates will be contacted.