

POSTGRADUATE PROGRAMME LEADER – MA, COUNSELLING PSYCHOLOGY

Do you want to work with the best and push your career to a whole new level? As befits an institution of higher learning, we are distinguished for academic excellence, service orientation and a commitment to social transformation according to the gospel values. The following vacancy has arisen within the University and requires to be filled.

JOB TITLE: POSTGRADUATE PROGRAMME LEADER – MA, COUNSELLING PSYCHOLOGY

REPORTS TO: DIRECTOR, INSTITUTE OF YOUTH STUDIES

DEPARTMENT: INSTITUTE OF YOUTH STUDIES (IYS)

EMPLOYMENT STATUS: CONTRACT

Position Summary:

The position holder shall be under the direct supervision of the Director. The Postgraduate - Programme Leader (PL) shall be required to provide leadership to all the faculty members involved in the programme and ensure quality delivery of the programme. Further, the PL will be responsible for the academic experience of the students enrolled in the programme, marketing of the programme and the organizational aspects of the programme that support this experience.

Primary Duties and Responsibilities:

- 1. Coordinate and provide Leadership for the MA in Counselling Psychology programme.
- 2. Following up the implementation of the academic policies of the programme including the thesis policy, research and publication by students and faculty;
- 3. Being accountable to the Director of IYS for matters concerning logistics and community outreach, as well as to the Director/Chair of the Postgraduate Programmes at Tangaza regarding the academic quality of the programmes;
- 4. Following up the graduation requirements of students that include completion of course work, personal therapy, practicum, thesis proposal and final thesis;
- 5. Organize and coordinate meetings with lecturers involved in the MA programme;
- 6. Organize the classes and ensure that the students are attending class and lecturers are in class;
- 7. Make available to the lecturers an updated record of the students list;
- 8. Be present in the office and attend to the students;
- 9. Maintains appropriate course records and documentation and acts upon recommendations for course improvement as part of the quality system;
- 10. Ensure that the students' grades are in order;
- 11. Teach courses in his/her area of specialization.

Qualifications and experience:

- PhD in Counselling Psychology (or equivalent) from a recognized institution.
- At least 2 degrees should be aligned with counseling psychology PhD + MA or PhD + BA. The remaining degree could be related to this line of qualifications.
- Minimum of 3 years of higher education experience, minimum of 3 peer refereed journals articles in the last three years after PhD graduation.
- Experience with budget management, faculty and staff development and promoting University and community relations.

Knowledge skills and abilities:

- Demonstrated understanding of the University's Mission, Vision and Core Values
- Proficiency in the use of the Microsoft Office Suite
- Ability to collaborate effectively with faculty, staff, students and the broader educational and professional communities
- · A record of academic achievement in the discipline meriting appointment
- Good communication and organizational skills.

Application Requirements:

- Letter of Introduction including your salary expectation
- Curriculum Vitae (CV)
- Copies of relevant certification
- Three (3) recommendation letters from recognized persons/institutions including one from a local religious leader who can speak to your character.

Submit your applications by 1st November, 2024 indicating your daytime contacts to:

The Human Resource and Administration Manager

Tangaza University

P.O. BOX 15055-00509

NAIROBI

E-mail to vacancies@tangaza.ac.ke

Tangaza University is an equal opportunity employer and does not discriminate on the basis of race, color religion, age, sex, nationality, ethnic origin or disability.

NB: Only shortlisted candidates will be contacted and given a copy of detailed job description.

Please indicate the position applied as subject of the email.