



Counselor

- **Vacancy for:** 1
- **Posted on:** Feb. 11, 2018
- **Deadline:** Feb. 16, 2018, 4 p.m.

Basic Job Information

Job Category	: Teaching / Education
Job Level	: Entry Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: Negotiable

Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than or equal to 2 years
Professional Skill Required	: Communication, Counseling

Other Specification

- Minimum 2 years of experience in career counseling (Freshers may also apply)
 - Sound IT knowledge for email, web updates and necessary content writing towards the jobs description.
 - Minimum Qualification bachelor degree with sound English fluency and writing
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Job Description

- Provide personalized counseling to students and their stakeholders
- Provide guidance on overseas study applications
- Fill out institution / visa application forms
- Speak to students on Skype / Email / Facebook
- Answer Facebook inquiries to KIEC page
- Keep students updated with their application / changes in the application system
- Keep the online 'google drive' updated
- Call students in order to market KIEC activities
- Undertake student seminars
- Fill in for others when there is an absence

Applying Procedure:

Interested and eligible candidates are requested to forward their updated resume to namita.sth@kiec.edu.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/counselor-215/>

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