



## Counselor

- **Vacancy for:** 2
- **Posted on:** Sept. 16, 2018
- **Deadline:** Sept. 23, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Teaching / Education > Counseling  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Putalisadak, Kathmandu, Nepal  
Offered Salary : NRs. 25,000.00 Monthly

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 2 years  
Professional Skill Required : Computer Skills / Communication / Research

### Other Specification

- Candidates must have at least 2-year of experience in the sector directly counselling students and processing for admissions to overseas institutions and visa
  - Candidates should be PIER/ TITI certified
  - The ability to communicate in English effectively both orally and in writing
  - Excellent interpersonal skills and an ability to work in a team environment
  - Working knowledge of education system and visa documentation for various countries
  - Excellent public speaking, presentation skill and writing skill
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### Job Description

- Counsel students regarding educational issues such as course programs selection and career planning
- Confer with parents to resolve students academic problems and issues
- The counsellor must oversee all aspects of the visa and immigration service
- Must ensure that all of the information provided by the student is accurate and correct, preparing and checking all legal documents

### Applying Procedure:

Interested & qualified candidates are requested to send their updated resume and application letter to [apace.hrm@gmail.com](mailto:apace.hrm@gmail.com)

OR,

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### Applying Procedure

Apply Link : <https://merojob.com/counselor-257/>

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