



Solomon Islands National University

Job Description

Title:	Counsellor and Chaplain
Incumbent Name:	
School/Department:	BICS
Band/Grade:	Grade
Category:	Academic
Reporting position:	Manager BICS
Direct reports:	Manager BICS

Summary of Duties

To provide Pastoral Care, Spiritual Guidance, Formation and Counseling to students and staff of SINU., to assist the Manager BICS in other student welfare duties, and provide advice on matters relating to disciplining of students.

Main Duties and Responsibilities

Key tasks	<p>To work close with the Manager BICS by carrying out responsibilities for:</p> <p>Administration</p> <ul style="list-style-type: none"> • Liaise with Denomination chaplains • To assist Matrons, Wardens and Nurse in administration of Hostel Accommodation, health and counseling services • Any other duties within the officer's skill level as directed by manager SWs from time to time. <p>Business planning, reporting and management</p> <ul style="list-style-type: none"> • Plan, formulate, implement and monitor a Pastoral Care programme to students and staff • Plan, formulate, implement and monitor a counseling programme for students and staff • Plan, formulate, implement and monitor an Ecumenical programme for students and staff • Produce an annual ecumenical calendar outlining important activities for the year <p>Organize Sunday ecumenical services</p>
Dimensions	<p>Problem solving and impact</p> <ul style="list-style-type: none"> • To resolved problems that affect students and staff • To make decisions regarding the operational aspects of Counseling for staff and students • To contribute to decisions, that has an impact on other related division's activities.

	<p>Resource management</p> <ul style="list-style-type: none"> • To contribute to the overall management of the department in areas such as counseling. • To contribute to the management of quality, audit and other external assessments. <p>Working Environment</p> <ul style="list-style-type: none"> • To balance the competing pressures in dealing with counseling of students and staff • To balance the competing pressures knowledge transfer, administrative demands and deadlines. • To skillfully work cross divisions and functions in the resolution of Student/Staff issues. • To engage in continuous professional development. • To understand and apply the principles of equality of opportunity in an Administration context.
Key Performance Indicators	<ul style="list-style-type: none"> • Monthly report on staff and student counseling are produced
General Responsibilities	<ul style="list-style-type: none"> • To adhere to the College's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. • To be responsible for your own health and safety and that of your colleagues • To undertake other such other duties as may be reasonably expected. • To provide a healthy and comfortable working environment
Qualifications required	<ul style="list-style-type: none"> • Bachelor / Diploma or Certificate in relevant academic discipline.
Experience	<p>Essential to the position:</p> <ul style="list-style-type: none"> • Must be an Ordain Minister with valid license to preside at Public Liturgical services • Be a member of Solomon islands Christian Association (SICA) member churches • Have good command of both oral and written communication skills • Have good counseling and interpersonal skills • Have good office organizational management and administrative skills • Be computer literate • Be on time for work
Most frequent Contacts	<p>Manager BICS Head of Departments Departmental staff Students</p>

Document History	
Approval Date/ Date of Classification	
Review Date	
Revision History	

Signatures	
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