

School College Counsellor- Sheikh, Somaliland

Organisation Overview

The Pharo Foundation (the “Foundation”) is a privately funded entrepreneurial organisation that runs philanthropic programmes as well as a for-profit arm, Pharo Ventures. The Vision of the Foundation is an economically vibrant and inclusive Africa. The Mission is to achieve the Vision by investing in the human and physical capital of Africa, with a strong focus on job creation.

Established in 2011, the Foundation has been implementing numerous programmes in Ethiopia and Somaliland and is in the process of expanding into Rwanda and Kenya. The strategic pillars of the Foundation are education, health, water, and agriculture in 2020, the Foundation also established Pharo Ventures, its wholly owned social enterprise arm, with the objectives of economic value and job creation in East Africa.

The Pharo Secondary School, Sheikh is a leading boarding school located in the Sahil Region, in the town of Sheikh between the port city of Berbera and Burcoa, Somaliland. The town of Sheikh has a pleasant cool climate all year round due to its high altitude. The school is renowned for its academic excellence and secure and caring environment in which students of all abilities can experience success and achieve their full potential within a broad and balanced curriculum. The aim is to prepare students to become respectful contributing members of the communities in which they live. The school counts many prominent politicians and other key officials among its graduates.

The school has 300 students from Form 1 to Form 4 with academic facilities that consist of fully equipped classrooms, science laboratories, a library, assembly and lecture halls, boys’ and girls’ dormitories, a dining hall and a clinic. The school is currently following two curriculums, UK Pearson Edexcel International IGCSE (International General Certificate of Secondary Education) curriculum and the Somaliland National Curriculum.

The Pharo Foundation Education Programme is committed to raising students’ achievement and implementing learning experiences that contribute to the future skills needed for higher education. The curriculum and pedagogy are being used to promote the development of students’ 21st- century skills. This is achieved through the consistent use of rigorous learning outcomes and the alignment of supporting pedagogy and assessment.

Position Summary

The School College Counsellor is responsible for helping students develop skills in the areas of personal and social growth. S/he will prepare young people to be successful in school and beyond. The incumbents will guide students to discover themselves and advise on what they can do to overcome personal and social limitations to be successful. S/he will also be responsible for student exposure to careers/courses they can pursue and best-fit colleges/universities they can attend to realize their dreams.

Job Title: School College Counsellor

Reports to: School Principal
Matrix Reports to: The Head of College Preparation and Career Counselling
Job Location: Sheikh, Somaliland
Contract Type: Fixed Term (One year)

Key duties and responsibilities:

General

- Create a college-going culture – the importance of higher education/college.
- Generate a school-wide college preparation/awareness plan.
- Coordinate college event planning and implementation.
- Work with faculty to integrate college-related skills into regular curricular.
- Provide holistic and comprehensive planning for the entirety of high school with goal of helping learners take full advantage of their academic and extra/co-curricular opportunities.
- Create a folder for each class/grade with all personal information including family background, financial status and academic standing.
- Identify students who need intervention, send the information to the relevant authority, and make sure to store data electronically.
- Familiarize yourself with college application platforms including the Coalition for College, the Common App, UCAS, specific university websites etc.
- Keep up to date records regarding scholarships, financial aid and other awards given to students for school records.
- Prepare supplementary materials to be sent to the colleges.
- Pursue appropriate professional development, including attendance of the department organized training and workshops.

Student College Advisory

- Serves as a general resource for students, parents, and teaching faculty regarding college preparation, admission criteria and college data.
- Underline that universities and colleges require more than academics; that both co-curricular and extra-curricular activities complement good grades in college admission.
- Empower every student to discover their path by creating/using personal discovery assessment tasks.
- Liaise with the school examinations office to generate students' mid and end term performance data (all grades/classes) and share with Head of College preparation.
- Explore potential careers with students and the type of job opportunities that interest them.
- Assist both learner and family to evaluate the learner's strengths and identify the best-fit subjects for higher education.
- Allow learners to set long-term goals and take advantage of their high school years to discover their talents and interests.
- Understand the college admission process/requirements at a variety of institution types and selectivity levels.
- Educate families about college admissions and financial aid or scholarship possibilities.

- Ensure students and their families understand the Pharo Foundation Scholarship policy and the requirements for eligibility.
- Communicate regularly with counselees and store data/records for such sessions for easy follow-up.
- Meet individually and in groups, with students and parents/guardians to explore and identify appropriate college options.
- Encourage students to search for colleges where they will thrive and succeed using the college comparison worksheet.
- Assist students take ownership of their college application process with your guidance.
- Encourage students to contact colleges that interest them to get more information.
- Help students when decisions are in and students are ready to select from among their acceptances.
- Write recommendation letters – detailed letters of support for students and train faculty on how to write high quality letters of recommendation for students.
- Give students ample information on studying abroad, including travel requirements.

Scholarship Pipeline Management

- Understand admission terminologies such as early decision, early action, regular decision, rolling admission, wild card, reach, target, safety etc.
- Guide students and others in understanding types of universities/colleges: public, private, research, liberal arts, community colleges etc. as well as the Ivy League schools (America), and the Russell Group Universities (UK) and what they have in common.
- Keep abreast of university/college application seasons and deadlines to ensure students do not miss out.
- Maintain a strong working relationship and knowledge of colleges and universities.
- Stay current on higher education changes.
- Invite college admissions officers to visit the school (physically or virtually) and meet with students.
- Share financial aid and scholarship information on a timely basis with students and families.
- Introduce students to a broad scope of college characteristics to focus on when choosing a college and encourage them to think beyond the name recognition, size and location.
- Share The Pharo Foundation list of global recommended universities/colleges with the students to use during the application.
- Monitor individual student progress throughout the college application process.
- Oversee that school credentials (transcripts, predicted grades, letters of recommendation etc.) are sent to colleges.
- Any other duties assigned by the managers.

Qualification Requirements

- 1-2 years of work experience as a counsellor in an academic environment.
- Knowledge of policies and procedures relating to international post-secondary admissions, registration, testing, and placement.
- Experienced in delivering classroom and public presentations.

- Ability to assess and record student development, while identifying areas that need attention and improvement.
- Analytical thinker with strong problem-solving and conflict-resolution skills.
- Has an excellent command of the English Language along with clear and articulate pronunciation
- Must be a professional of good moral character: honest, trustworthy, and dependable.
- Must be willing to work in Sheikh, Somaliland.
- Familiarity with computers and other school technologies and software packages.
- Certificate in First Aid and/or CPR is an asset.

Behavioural Competencies

- Self-assured, internally motivated, and passionate individual with outstanding communication skills, driven to succeed and make a difference.
- Must possess high levels of integrity, resilience, accountability, commitment and determination, and willing to serve as an outstanding role model in the community.
- Detail-oriented with excellent time-management skills.
- Experienced in working with schools that are mission driven for academic excellence and student engagement.
- Dedicated team player with demonstrable experience in problem solving.
- Ability to provide a safe, positive learning environment for students.

Application Procedure

This position is open to all nationalities. Both female and male candidates are encouraged to apply.

Review of applications will begin as soon as they are received and only complete applications will be considered. In the event that an outstanding candidate is identified early in the search process, we reserve the right to appoint them before the deadline. For this reason, we encourage interested candidates to apply at the earliest possible time. Due to the high volume of applications, we regret that we will only be able to contact short-listed candidates.

How to apply

Interested candidates, who meet the above requirements, should submit their application through email to Recruiting.SL@pharofoundation.org with the subject line “**School College Counsellor**”

Requirement:

1. A detailed CV and Cover Letter to explain the experience you have gained that makes you believe that you are the most qualified candidate for the role.
2. List of five (5) references with current email address and phone number.
3. Copies of your qualifications.
4. State on your application where you saw the advert for this position.