



The African School of Governance (ASG) is a leading public policy and leadership education institution dedicated to empowering a new generation of purpose-driven African leaders. With a foundation rooted in African perspectives and global standards, ASG is committed to cultivating leaders who can address the complex challenges of the 21st century, both on the continent and worldwide.

At the African School of Governance, we are shaping a new era of leadership in Africa through a world-class public policy education, innovative research, and dynamic policy engagement focused on Africa’s unique experiences. We aim to address the continent’s pressing governance challenges by equipping emerging leaders with the mindsets, skills, and knowledge required for effective leadership.

ASG’s vision is to nurture a prosperous and peaceful Africa where purpose-driven leaders have the mindsets, knowledge, and skills to drive sustainable development for all. The mission is to nurture leaders to drive Africa’s sustainable development by providing innovative public policy education, cutting-edge research, and a platform for policy engagement that fosters transformative governance tailored to the continent’s unique values and opportunities.

ASG seeks to address this gap in African public policy education and research while joining a network of other world-class institutions across the region and globe.

JOB DESCRIPTION

JOB DETAILS

JOB TITLE: Student Wellness and Career Guidance Officer.

REPORTS TO: Manager Students Affairs

JOB REF: ASG/044

DEPARTMENT: Academic Affairs

AVAILABLE POSITION: 1

Job / Role Purpose

The Student Wellness and Career Guidance Officer promote student wellbeing, resilience, and success through the provision of counselling, psychosocial support, career guidance, employability programming, and alumni engagement initiatives. The role contributes to the holistic development of students by supporting their personal wellbeing, academic journey, professional readiness, and transition into leadership and employment opportunities.

Key duties and responsibilities

Key Duties and Responsibilities

Student Counselling and Wellbeing

- Provide individual and group counselling and psychosocial support to students experiencing personal, emotional, academic, social, or adjustment challenges.
- Conduct risk assessments and provide appropriate intervention, referral, and follow-up support where necessary.
- Develop and implement student wellness programs focused on mental health, resilience, stress management, and healthy living.
- Coordinate support plans for students requiring additional wellbeing interventions or accommodations.
- Maintain confidential counselling records and ensure compliance with safeguarding and data protection requirements.
- Build and maintain referral networks with external mental health, medical, and social service providers.
- Support crisis response, student safeguarding, and emergency intervention efforts as required.
- Design and facilitate workshops on personal development, mental health, emotional intelligence, interpersonal skills, and student success.
- Support student transition, onboarding, orientation, and retention initiatives.
- Contribute to the development of an inclusive, supportive, and student-centered campus environment.
- Work closely with student leaders, clubs, and student organizations to strengthen student wellbeing and engagement.
- Track student engagement, utilization of support services, and graduate outcomes where applicable.

Career Guidance and Employability

- Provide career counselling and coaching to help students identify career pathways aligned with their interests, strengths, and aspirations.
- Support students in developing career action plans and professional development goals.
- Deliver training on CV and resume writing, cover letters, interview preparation, networking, personal branding, and job search strategies.
- Coordinate career readiness programs and employability workshops.
- Facilitate career fairs, employer engagement activities, networking opportunities, and industry exposure events.
- Support students in accessing internships, fellowships, scholarships, conferences, and professional development opportunities.

- Establish and maintain relationships with employers, industry partners, professional associations, and development organizations to expand career opportunities for students and graduates.
- Collaborate with academic departments, and industry mentors to support student success during WIL placements.
- Support the development and maintenance of alumni engagement and networking initiatives.
- Track graduate destinations, employment outcomes, and professional achievements to inform institutional planning and reporting.
- Facilitate alumni participation in institutional events, career talks, leadership forums, and student engagement activities.

Expected Outputs/ Deliverables

- Strong interpersonal and communication skills.
- Knowledge of mental health, student wellbeing, safeguarding, and psychosocial support best practices.
- Understanding of career development theories and employability frameworks.
- Ability to facilitate workshops and training sessions.
- Excellent stakeholder engagement skills.
- Excellent case management, report writing, documentation, and data management skills.
- Ability to maintain confidentiality and exercise sound professional judgment.
- Strong organizational and problem-solving skills.
- Ability to work in fast paced environment managing multiple priorities.
- Proficiency in career assessment tools, student engagement platforms, Microsoft Office applications, and digital communication technologies.

PERSON SPECIFICATION

Educational Requirements

- Bachelor's degree in psychology, Social Work, Career Development, Education, Behavioural Sciences or a related field from a recognized institution.
- Master's degree in counselling psychology, Educational Psychology, Behavioural Sciences, Human Development, Student Affairs, or a related field will be an added advantage.
- Minimum of five (5) years of progressively responsible experience in counselling, student affairs, student wellbeing, career guidance, employability services, higher education, youth development, or related fields.
- Additional certifications in career coaching, mental health support, safeguarding, student development, leadership coaching, or employability training are desirable.

Related Job Experience

- Minimum of 3 year of experience working with diverse and multicultural student populations, preferably within an international higher education environment.
- Experience designing and implementing student wellbeing, mental health, resilience, and student success initiatives.

Required Behavioural Skills

- Attention to detail: Must have a high level of accuracy and analysis.
- Time management: Ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- Leadership skills: Cultural awareness and ability to manage and motivate a team, providing clear direction and support.
- Ability to manage conflict and crisis in a professional manner.
- Self-driven with a strong sense of initiative and flexibility.
- Analytical thinking and problem solving.
- Excellent communication and interpersonal skills for engaging with students, faculty, and staff.
- Attention to detail and accuracy in record management.
- Strong sense of responsibility, integrity, and confidentiality.
- Ability to work independently and collaboratively in a team.
- Customer service orientation with patience and empathy.

What We Offer

- An opportunity to contribute to an innovative MPA programme.
- Mentorship and close collaboration with distinguished faculty and practitioners.
- Professional growth

Contact/application information:

Interested candidates with required qualifications and matching experience should complete and submit an application via the link: [African School of Governance \(ASG\) | E-Recruitment](#)

All applications must be submitted via the online application portal through the link provided in order to be considered. **The deadline for the submission of the application is 10th July 2026**