



## **JOB ADVERTISEMENT FOR CAREER COUNSELLOR AT THE REFUGEE COMMUNITY CENTRE**

<b>Position</b>	<b>Career Counsellor</b>	<b>Remuneration</b>	<b>Attractive</b>
<b>Location</b>	<b>Accra, Ghana</b>	<b>Date of Issue</b>	<b>January 26, 2023</b>
		<b>Closing Date</b>	<b>February 9, 2023</b>

### **Mission**

The mission of the Christian Council of Ghana (CCG) is to strengthen the capacity of our members to contribute to achieving Justice, Unity, Reconciliation and Integrity of Creation among various sectors of Ghanaian society and provide a forum for joint action on issues of common interest.

### **Introduction**

Established in 1929, CCG has over the years been very involved in social issues both through research and advocacy programmes to promote national development. CCG is the voice of the voiceless in the society and work with many marginalized, displaced and vulnerable population in Ghana be serving the needs of these persons. To achieve its mandate CCG works with various partners both locally and international. As part of its humanitarian mandate, CCG is in partnership with the United Nations High Commissioner for Refugees (UNHCR) in providing assistance to Refugees in Ghana. Through this partnership CCG seek to promote the wellbeing of refugees living in urban areas particularly in Accra including education, health, livelihood and promotion of their rights. As part of measures to ameliorate the Urban Refugee Program, CCG in collaboration with UNHCR have resolved to implement the Urban Refugee Community Center Programme.

A Refugee Community Centre is a safe and public place where women, men, boys and girls of diverse backgrounds can meet for social events, recreation, education and livelihood programs, information exchange, and other purposes. They are established with the main objective of empowering refugee and host communities and providing them with a forum to promote their participation in decisions that affect their lives. Community centers can be an important community-based protection tool with the potential to yield protection results for refugees living in urban areas. Ghana hosts at least 3,000 refugees and asylum seekers in Accra residing in diverse locations in the city which challenges efforts to reach out to all and establish strong refugee community ties. An urban community center will provide a safe space for refugees to gather and exchange ideas and concerns and act as a catalyst for initiatives and innovations by refugees. Having access to a wide variety of services and programs that cater for the needs of urban refugees in the same location is particularly convenient for refugees.

## ***Objectives of the Refugee Community Center Program***

- Improve the protection for Persons of Concern (["PoCs"] including refugees and asylum seekers and former refugees who have opted for local integration) living in Accra through a community-based protection model.
- To foster strong cohesion and harmonious coexistence between the refugee communities and with their local communities.
- Provide a platform to celebrate the cultural richness and diversity of the refugee communities.
- To support and enhance the local integration for former refugees who have been given the opportunity to locally integrate in Ghana.
- Create opportunities for personal, professional and educational development of refugees and other Persons of Concern (PoCs).
- Provide a center to support resource mobilization for projects for PoCs in Ghana.

**Job Summary:** The Career Counsellor will work under the guidance of the Director of Programmes and Advocacy at CCG. He/she will aid Refugees in building and developing their potentials and skills. To typically help Refugees evaluate their abilities and interests, overcome challenges and obstacles, and develop necessary skills necessary for their career and livelihood developments in the Country of asylum. Moreover, to assist Refugees in learning how to job hunt, including associated activities such as interviewing, writing resumes and crafting cover letters. The Career counsellor will be required to build and develop a strong network with the private sector in identifying job opportunities and advocate for placement on behalf of refugees either on internship or full time. The Counsellor will be required to further provide one on one or group counselling services to Refugees to help them excel in their career lives and livelihoods.

## **Job Responsibilities**

- Guide Refugees in determining their interests and abilities using a wide range of methods, such as aptitude assessments, interviews, and planning materials
- Provide individual or group counselling services to Refugees, working with them to aid in the development of both hard and soft skills to enable them function effectively and efficiently in their respective careers and livelihood.
- Schedule counselling appointment for Refugees and provide them with a conducive environment to speak on matters affecting their career and livelihoods and to offer them psychosocial support to enable them to optimize their potentials and motivated to excel.
- Conduct group workshops on a variety of topics, including writing resumes and cover letters, successful job interviewing, using employment databases and career development resources
- Work with Refugees to overcome issues that could undermine their livelihood or career success by supporting them to package themselves competitively.
- Organize job fairs for Refugees with participation from recruitment agencies and industries where Refugees set skills may be required.
- Build strong linkages with the private sector and industries for livelihood and economic inclusion of Refugees by making connections with employers for jobs and internship placements.
- To develop and update a database of the set skills of Refugees for sharing with recruitment institutions and various industries.

## **Qualifications and Required Skills**

- Degree in Counselling or Industrial Psychology or Social Sciences
- Strong skills in marketing, advocacy and stakeholder engagement
- Experience in providing counselling services to clients in career and livelihood development
- An understanding of human rights and humanitarian work
- Prior studies or work with refugees or related Work, development work (particularly in an urban setting) or related fields would be an added advantage
- Strong written and spoken communication skills in English
- Well-developed interpersonal and communication skills and an ability to liaise with people from diverse socio/cultural and gender backgrounds.
- Knowledge of French is an added advantage
- Strong skills in MS Office (Word, Excel, and PowerPoint)

## **How to Apply**

- All interested applicants are required to send a motivational letter and CV including all relevant certificates to CCG at [jsteiner@christiancouncilofghana.org](mailto:jsteiner@christiancouncilofghana.org)
- Ensure that the subject of the email is: Application for Refugee Community Center Career Counsellor Position
- Applicant must not be above 40 years of age with a least 3 years working experience.

## **Closing Date: February 9, 2023**

NB: Only qualified applicants who meet the requirements for this job will be invited for interview