



**ST. PAUL'S UNIVERSITY**  
*The University of Choice!*

# INTERNAL ADVERTISEMENT

## JOB VACANCY

St. Paul's University is an ISO 9001:2015 Certified Christian Ecumenical institution of higher learning in Kenya, founded in 1903, with campuses in Limuru, Nairobi, Nakuru and Virtual Campus. Since the award of Charter in 2007, St. Paul's University has continued to experience sustained growth with courses in various fields of study, research programmes, student population of over 7000 and 300 full-time and part-time staff. Qualified and competent personnel have remained instrumental to this growth. To this end, the University wishes to recruit a committed Christian, who is highly motivated, and with demonstrated competencies for the position below:

**Job Title: Student Counsellor Assistant (2 Positions)**

Reporting To: **University Counsellor**

Department: **Dean of Students**

### Purpose of Role:

- The counselling assistant will work with the University counsellor in supporting the mental health and emotional well-being of the students. He/she will provide high-quality counselling services to students experiencing a wide range of social, emotional, and health issues.

### KEY RESPONSIBILITIES

1. Providing psychological counselling to students through individual and group counselling.
2. Listening to students' concerns in a non-judgmental way.
3. Assisting in managing and growing the peer counselling program
4. Compiling counselling reports and maintaining confidentiality.
5. Assisting in the follow-up of new students so as to monitor their progress.
6. Assist the Dos department with the orientation of new students.
7. Making appropriate referrals of students whose needs are beyond the scope of the counselling section.

### QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Counselling Psychology or related field from a recognized university.
- Minimum of two-year experience, preferably in an educational setting.
- Knowledge and experience in counselling principles, techniques, and practices as applied to student problems and developmental needs.
- Excellent active listening and communication skills.
- Patient, friendly, and accommodating personality.
- Ability to work with minimum or no supervision.
- Excellent interpersonal and mediating techniques.
- Knowledge of addiction and substance use.
- Demonstrated digital competence in the responsible use of digital tools to support counselling services, while ensuring confidentiality, data protection, and compliance with institutional policies.
- Demonstrated knowledge, understanding, and ability to support the implementation of the Strategic Plan 2025–2030 is an added advantage.
- A committed Christian of high moral and ethical standing, aligned to the University's vision, mission, and values.

### KEY COMPETENCIES AND SKILLS

- Good communication skills
- Strong leadership skills
- Good analytical and reporting skills
- Good interpersonal skills
- Team player with strong organizational skills.
- Emotional Intelligence skills.

Interested candidates who meet the stated requirements can submit applications and a duly filled job application form <https://www.spu.ac.ke/careers> via the following address: [recruit@spu.ac.ke](mailto:recruit@spu.ac.ke)



**All applications should be submitted on or before Wednesday, 18<sup>th</sup> February 2026. Only shortlisted candidates will be contacted.**