



## Educational Counsellors

Educational counsellors provide counselling and psychological and social support to students. This profession also includes the employees working in the central agencies that plan the operation of such services.

Optional Job Title:					Basic Salary (monthly in MVR):		16,060	
Director, Educational Counsellor								
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)		
						Step 1	Step 2	Step 3
1345	4	9	Educational Service	3	203	7,495	8,619	9,743
<b>Licenses and professional trainings</b>		A specific license, if required, in relation to the job requirements.			This post is classified as senior management post under Article 34 (a) of the Maldives Employment Act (2/2008). Thus, the occupant of this post is not entitled for overtime payment and extra payment for working during public holidays.			
<b>Education qualification and work experience</b>		<ol style="list-style-type: none"> <li>Maldives National Qualifications Framework level 9 qualification in a related field of study; and minimum 4 years of work experience, that is inclusive of minimum 2 years' experience in a managerial role;</li> <li>OR;</li> <li>Maldives National Qualifications Framework level 7/8 qualifications in a related field of study; and minimum 8 years of work experience, that is inclusive of minimum 2 years' experience in a managerial role.</li> </ol>						
<b>Field of study (recruiting institution to select a field or fields depending on the job description)</b>		<p>School Counselling, Counselling.</p> <p>Education (Counselling), Education (Guidance &amp; Counselling), Education (Psychology &amp; Counselling), Counselling Children &amp; Young People.</p> <p>Counselling &amp; Career Development, Guidance Counselling, Career Guidance &amp; Development, Career Leadership.</p> <p>Psychology, Sociology, Social Policy, Research Studies.</p>						



<b>Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)</b>	Managerial, technical or research work in the field of counselling.
<b>Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)</b>	<ol style="list-style-type: none"> <li>1. Develop and implement policies and procedures to ensure student safety.</li> <li>2. Familiarize school staff with the laws and regulations made to ensure the rights and safety of students as well as the policies formulated by the Ministry of Education.</li> <li>3. Work with relevant government institutions, schools and parents to provide necessary assistance to students who are vulnerable or victimized due to various circumstances and provide necessary advice and guidance to schools to provide necessary assistance to such students.</li> <li>4. Identify students who cannot attend school due to poor financial situation of parents and make arrange to provide uniforms for such students.</li> <li>5. Plan and implement programmes targeting schools in collaboration with UNICEF and other organisations to ensure the mental and social health of students.</li> <li>6. Provide necessary information and training to liaison officers working in schools under the Child Protection Policy.</li> <li>7. Provide training and information to schools on conducting students risk assessment, and monitor the progress of the work.</li> </ol>



Optional Job Titles:					Basic Salary (monthly in MVR):		14,062	
<ul style="list-style-type: none"> <li>Educational Counsellor Coordinator</li> </ul>			<ul style="list-style-type: none"> <li>School Counsellor Coordinator</li> </ul>		<ul style="list-style-type: none"> <li>School Counsellor Supervisor</li> </ul>			
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)		
						Step 1	Step 2	Step 3
2359	4	9	Educational Service	3	178	6,563	7,547	8,531
Licenses and professional trainings		Registered and license issued by the Maldives Allied Health Council.						
Education qualification and work experience		<ol style="list-style-type: none"> <li>Maldives National Qualifications Framework level 9 qualification in a related field of study; and minimum 4 years of work experience.</li> </ol> <p>OR;</p> <ol style="list-style-type: none"> <li>Maldives National Qualifications Framework level 7/8 qualifications in a related field of study; and minimum 8 years of work experience.</li> </ol>						
Field of study (recruiting institution to select a field or fields depending on the job description)		<p>School Counselling, Counselling, Psychology.</p> <p>Education (Counselling), Education (Guidance &amp; Counselling), Education (Psychology &amp; Counselling), Counselling Children &amp; Young People.</p>						
Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)		Technical or research work in the field of counselling.						
Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)		<ol style="list-style-type: none"> <li>Conduct clinical supervision of counsellors working in schools.</li> <li>Develop a code of conduct and ethical framework for counsellors working in the education sector.</li> <li>Formulate and implement policies, procedures and SOPs related to the provision of counselling services in the education sector.</li> <li>Plan and conduct professional development sessions to improve the quality of work of school counsellors.</li> <li>Familiarize school counsellors with the laws and regulations as well as the policies and procedures formulated by the Ministry of Education to ensure the rights and safety of students.</li> <li>Identify students in need of counselling, arrange counselling for them, work with their teachers, follow up with them and maintain their case notes and records.</li> </ol>						



Optional Job Titles:					Basic Salary (monthly in MVR):		12,229	
<ul style="list-style-type: none"> <li>Senior Educational Counsellor</li> <li>Senior School Counsellor</li> </ul>								
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)		
						Step 1	Step 2	Step 3
2359	4	8	Educational Service	3	154	5,707	6,563	7,419
Licenses and professional trainings		Registered and license issued by the Maldives Allied Health Council.						
Education qualification and work experience		<ol style="list-style-type: none"> <li>Maldives National Qualifications Framework level 9 qualification in a related field of study.</li> <li>OR;</li> <li>Maldives National Qualifications Framework level 7/8 qualifications in a related field of study; and minimum 4 years of work experience.</li> </ol>						
Field of study (recruiting institution to select a field or fields depending on the job description)		<p>School Counselling, Counselling, Psychology.</p> <p>Education (Counselling), Education (Guidance &amp; Counselling), Education (Psychology &amp; Counselling), Counselling Children &amp; Young People.</p>						
Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)		Technical or research work in the field of counselling.						
Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)		<ol style="list-style-type: none"> <li>Identify students who need counselling and make arrangements for counselling.</li> <li>Establish a school-based referral system to ensure that students in need of counselling support are provided with the service where teachers / leading teachers / parents can refer students for counselling thereby facilitating students to attend the session voluntarily.</li> <li>Coordinate with other school staff where intervention is needed for students seeking counselling services.</li> <li>Maintain documents of all students attending counselling services: that includes registering cases, making case files, preparing session plans and preparing session notes after each session.</li> </ol>						



5. Arrange for teachers and school authorities to identify children who are vulnerable due to various circumstances and provide them with the necessary assistance in collaboration with the Ministry of Education and other relevant government agencies.
6. Identify and make referrals to students who need specialised support.
7. In collaboration with the schools, implement policies and procedures made by the Ministry of Education regarding student safety.
8. If any abuse/injury/neglect is noticed or reported or suspected, refer the student in accordance with the "Procedure for the safeguarding of students in education sector" and provide necessary psychological support to the student.
9. In case where counsellors are required to answer to the Police Service or a judicial court in a matter relating to a student or students, proceed with the technical advice of the Legal Officer of the Ministry of Education.
10. Plan and implement programmes targeting students, parents and teachers on the advice and guidance of school officials to ensure student safety and mental health.
11. Act as liaison or deputy liaison officer of the school under the "Procedure for the safeguarding of students in education sector".
12. In order to ensure mental health, obtain and provide necessary information to students.



Optional Job Titles:					Basic Salary (monthly in MVR):		10,664	
<ul style="list-style-type: none"> <li>Educational Counsellor</li> <li>School Counsellor</li> </ul>								
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)		
						Step 1	Step 2	Step 3
2359	4	7	Educational Service	3	135	4,977	5,724	6,471
Licenses and professional trainings		Registered and license issued by the Maldives Allied Health Council.						
Education qualification		Maldives National Qualifications Framework level 7/8 qualifications in a related field of study.						
Field of study (recruiting institution to select a field or fields depending on the job description)		School Counselling, Counselling, Psychology. Education (Counselling), Education (Guidance & Counselling), Education (Psychology & Counselling), Counselling Children & Young People.						
Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)		<ol style="list-style-type: none"> <li>Identify students who need counselling and make arrangements for counselling.</li> <li>Establish a school-based referral system to ensure that students in need of counselling support are provided with the service where teachers / leading teachers / parents can refer students for counselling thereby facilitating students to attend to the session voluntarily.</li> <li>Coordinate with other school staff where intervention is needed for students seeking counselling services.</li> <li>Maintain documents of all students attending counselling services: that includes registering cases, making case files, preparing session plans and preparing session notes after each session.</li> <li>Arrange for teachers and school authorities to identify children who are vulnerable due to various circumstances and provide them with the necessary assistance in collaboration with the Ministry of Education and other relevant government agencies.</li> <li>Identify and make referrals to students who need specialised support.</li> <li>In collaboration with the schools, implement policies and procedures made by the Ministry of Education regarding student safety.</li> </ol>						



8. If any abuse/injury/neglect is noticed or reported or suspected, refer the student in accordance with the "Procedure for the safeguarding of students in education sector" and provide necessary psychological support to the student.
9. In cases where counsellors are required to answer to the Police Service or a judicial court in a matter relating to a student or students, proceed with the technical advice of the Legal Officer of the Ministry of Education.
10. Plan and implement programmes targeting students, parents and teachers on the advice and guidance of school officials to ensure student safety and mental health.
11. Act as liaison or deputy liaison officer of the school under the "Procedure for the safeguarding of students in education sector".
12. In order to ensure mental health, obtain and provide necessary information to students.



Optional Job Titles:	Basic Salary (monthly in MVR):	9,214
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- Assistant Educational Counsellor
- Assistant School Counsellor

MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)		
						Step 1	Step 2	Step 3
3649	3	5	Educational Service	3	75	2,764	3,179	3,594
<b>Licenses and professional trainings</b>		Registered and license issued by the Maldives Allied Health Council.						
<b>Education qualification</b>		Maldives National Qualifications Framework level 5/6 qualifications in a related field of study.						
<b>Field of study</b>		Counselling						
<b>Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)</b>		<ol style="list-style-type: none"> <li>1. Identify students who need counselling and make arrangements for counselling.</li> <li>2. Establish a school-based referral system to ensure that students in need of counselling support are provided with the service where teachers / leading teachers / parents can refer students for counselling thereby facilitating students to attend to the session voluntarily.</li> <li>3. Coordinate with other school staff where intervention is needed for students seeking counselling services.</li> <li>4. Maintain documents of all students attending counselling services: that includes registering cases, making case files, preparing session plans and preparing session notes after each session.</li> <li>5. In collaboration with the schools, implement policies and procedures made by the Ministry of Education regarding student safety.</li> </ol>						





Optional Job Titles:	Basic Salary (monthly in MVR):	8,333
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- Associate Educational Counsellor
- Associate School Counsellor

MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)		
						Step 1	Step 2	Step 3
3649	3	4	Educational Service	3	68	2,500	2,875	3,250
<b>Licenses and professional trainings</b>		Registered and license issued by the Maldives Allied Health Council.			Since the Level 4 qualification of the National Qualifications Framework is no longer registered with the Maldives Allied Health Council, no further appointments will be made to this rank except for those who transfer to this rank of the job matrix when the pay framework comes into force.			
<b>Education qualification</b>		Maldives National Qualifications Framework level 4 qualification in a related field of study.						
<b>Field of study</b>		Counselling						
<b>Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)</b>		<ol style="list-style-type: none"> <li>1. Identify students in need of counselling and assist in arranging counselling for them.</li> <li>2. Assist in establishing a school-based referral system to ensure that students in need of counselling support are provided with the service where teachers / leading teachers / parents can refer students for counselling thereby facilitating students to attend to the session voluntarily.</li> <li>3. Assist in coordinating with other school staff where intervention is needed for students seeking counselling services.</li> <li>4. Assist in maintaining documents of all students attending counselling services: that includes registering cases, making case files, preparing session plans and preparing session notes after each session.</li> <li>5. Assist in collaborating with the schools to implement policies and procedures made by the Ministry of Education regarding student safety.</li> </ol>						

