

**Model Institute of Technology (MIT) Nepal Kamaladi, Kathmandu**

**Designation: Socio-Psychological Counselor Consultant**

**Job type: Contract Based**

**Required No- 1**

**Background:**

MIT Nepal plans to introduce a fair and transparent system to assess employee performance and link it with merit-based salary increments effective from January 2026. To support this process, the organization requires a simple, practical, and well-structured Performance Management System that fits its context and can be implemented within a short time frame. This consultancy assignment aims to support MIT Nepal in designing, implementing, and operationalizing such a system, ensuring consistency, fairness, and management readiness.

**Objective of the service of consultant:**

The Socio-Psycho Counselor Consultant will prepare and implement a comprehensive counseling framework, providing professional guidelines to guide counseling and support services for students, faculty, and staff. This service aims to enhance emotional, social, and psychological well-being, promote personal growth and resilience, and build a positive, inclusive, and supportive academic environment.

Required Details:

**Position Title: Socio-Psycho Counselor- Consultant**

**Duration & Work Hours:**

Project Based

Flexible working hours, ensuring all tasks are delivered on time

**Reports To:** Head of Schools/Academic Director

To provide professional counseling, guidance, and support to students, faculty, and staff, helping them manage emotional, social, and psychological challenges. The consultant will contribute to a healthy, positive, and supportive learning environment.

## **Key Responsibilities:**

### **1. Student Counseling & Support**

- Provide one-on-one and group counseling sessions for students
- Help students manage stress, anxiety, academic pressure, and personal issues.
- Support students in building resilience, confidence, and life skills

### **2. Faculty & Staff Support**

- Offer guidance and counseling to teachers and staff dealing with workplace or personal challenges
- Assist in creating a positive and supportive institutional culture

### **3. Crisis Intervention**

- Respond to urgent emotional or psychological crises
- Provide guidance in sensitive situations such as trauma, bullying, or mental health emergencies

### **4. Workshops & Awareness Programs**

- Conduct workshops, seminars, and awareness programs on mental health, emotional well-being, and social skills
- Promote understanding of mental health among students and staff

### **5. Assessment & Reporting**

- Maintain confidential records of counseling sessions

- Provide regular reports and recommendations to the management for improving student and staff well-being.

## **6. Coordination and Guidance**

- Work closely with teachers, parents, and staff to ensure holistic support for student growth and well-being.
- Identify cases that require specialized care and refer students to qualified mental health professionals as needed.

### **Qualifications & Skills:**

- Master's degree in Psychology, Counseling, Social Work, or related field
- Proven experience in counseling adolescents and young adults
- Strong interpersonal, communication, and empathy skills
- Knowledge of educational and social challenges in an academic setting
- Part-time
- Flexible working hours, ensuring all tasks are delivered on time

### **Expected Outcomes:**

- Developed of a comprehensive socio-psycho counseling guideline and framework ready for implementation across the institution.
- Strengthened the capacity of faculty and staff to support students' personal and academic growth within intuition.
- Improved emotional, social, and psychological well-being of students.  
Improved emotional and social well-being of students
- Enhanced ability of faculty and staff to support students
- Increased awareness of mental health and coping strategies within the institution