

JOB DESCRIPTION

1. JOB DETAILS:

Position Title:	Counsellor/ Psychologist
Reports to:	Project Lead ZMU
Department	Student Success and Well Being - Student Affairs
Location:	Abu Dhabi, UAE - Zayed Military University (ZMU) Campus
Grade:	G4
Prepared / Revised on:	May, 2025

2. JOB PURPOSE / ROLE:

To provide professional, ethical, and confidential mental health services to ZMU/SUAD students. The counselor/psychologist will support students' mental well-being, offer therapy and psychiatric referrals, deliver crisis intervention, and collaborate with the Student Success & Wellbeing (S&W) team to ensure recommended accommodations and mental health support services are effectively implemented

3. JOB DIMENSIONS

Number of Staff Supervised:	Direct Reports:	0
	Total:	0

Key Priority	Key Activities
Counselling and Psychological Support	<ul style="list-style-type: none"> Deliver individual and group counselling to students in English and Arabic. Provide immediate response and risk assessment in cases of student crises, including self-harm or harm to others Prepare detailed medical reports, diagnoses, and accommodation recommendations. Conduct behavioural and cognitive assessments upon referral. Maintain confidential and accurate student records. Align session timings to avoid class conflicts.
Student Safety and Crisis Management	<ul style="list-style-type: none"> Provide psychological assessments based on needs. Coordinate with psychiatrists for urgent referrals and medication management when required. Respect cultural, legal, and institutional confidentiality standards as per UAE law and Department of Health (DOH) guidelines.
Student Success & Development	<ul style="list-style-type: none"> Facilitate wellbeing workshops and awareness campaigns.
Operational Support & Collaboration	<ul style="list-style-type: none"> Participate in meetings. Submit monthly and quarterly statistical reports and self-evaluations.

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Policies and Procedures	<ul style="list-style-type: none"> Develop, update, implement and follow section policies, processes, standard operating procedures and instructions and ensures direct reports comply so that work is carried out in a controlled and consistent manner.
Reports	<ul style="list-style-type: none"> Prepare departmental reports for own area of work as required in a timely and accurate manner to meet SUAD and department requirements, policies and standards
Related Assignments	<ul style="list-style-type: none"> Perform other related duties or assignments as directed by the Line Manager

5. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Minimum Qualifications:

- Master's in clinical psychology.
- Valid DOH license (Department of Health, Abu Dhabi) as a Clinical Psychologist.
- Demonstrated crisis intervention skills and ability to manage high-risk mental health situations.

Minimum Experience:

- Experience in the UAE or Gulf higher education environment.
- Familiarity with academic accommodation processes and student support systems.
- Previous participation in mental health awareness events or workshops.

Job-Specific Skills:

- Strong ethical standards and commitment to confidentiality.
- Excellent interpersonal and communication skills.
- Cultural competence and sensitivity in a multicultural academic environment.
- Ability to work independently and collaboratively with university stakeholders.
- Languages: English and Arabic are mandatory.

Work Schedule:

- Weekly on-site as per ZMU/SUAD's designated days and times.
- Emergency on-call availability for high-risk student cases.
- Workshops and outreach activities are integrated monthly into the academic calendar.

Note: This position is based at the Zayed Military University (ZMU) campus. Candidates should be willing and able to work on-site.

Line Manager Name & Signature:

Employee Name & Signature:

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Date:

Date:

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