

Universiti Tenaga Nasional (UNITEN) is one of the Government Linked Universities (GLUs) in Malaysia that operates in two campuses; one main campus in Putrajaya and the other is in Bandar Muadzam Shah, Pahang. UNITEN is a unique institution, focusing on Engineering, Computer Science & Information Technology, Business, Accounting, Finance, Energy Management and related areas. We offer accredited academic programmes, research services and professional training & consultancy of high quality. In line with our rapid expansion, we invite qualified and suitable candidates to join us as:



## **EXECUTIVE (COUNSELLOR) SULTAN HAJI AHMAD SHAH CAMPUS**

UNITEN is seeking a dedicated and compassionate Executive (Counsellor) to provide professional counselling services, promote student well-being, and support holistic student development within the university community.

### **KEY RESPONSIBILITIES:**

The Executive (Counsellor) shall be responsible for, but not limited to, the following:

#### **Counselling Services & Student Well-Being**

- Provide professional counselling services to support students' emotional, psychological, academic, and social well-being.
- Conduct psychological assessments, implement strategies, and initiatives that enhance students' mental health and overall resilience.
- Prepare reports for student guidance and counselling sessions for referring parties such as SEED, Colleges, scholarship providers (YTN, MARA, JPA, Yayasan Peneraju and others).

#### **Student Development & Outreach Programs**

- Design and deliver workshops, seminars, and awareness programs related to mental health, stress management, motivation, character building, and personal development.
- Planning and implementing a 'train the trainer' training/teambuilding program for facilitators and student leaders among UNITEN students through a program organized by SEED.

#### **Stakeholder Engagement & Advisory Role**

- Providing consultation services to academic staff, parent & guardians of student whether in the personal, work, academic, parenting and other scopes.
- Participate in committees related to student welfare, disciplinary cases, and support planning as required.

**REQUIREMENTS:**

- A Malaysian citizen.
- Age 30 years old and below.
- Bachelor's Degree in Counselling, Psychology, Guidance & Counselling, Human Development, Social Work or any related field.
- Registered with the relevant professional body (e.g. Board of Counsellors Malaysia / Lembaga Kaunselor Malaysia) with a valid Practising Certificate is an added advantage.
- 2 to 5 years of relevant working experience in counselling, student affairs, higher education institutions, or related environments is an added advantage.
- Strong knowledge of counselling theories, intervention techniques, psychological assessments, and case management.
- Experience in handling students' emotional, academic, behavioural, and personal development issues.
- Ability to design and conduct workshops, training sessions, seminars, and awareness programmes on mental health and student resilience.
- Excellent interpersonal, communication, facilitation, and report-writing skills in both English and Bahasa Malaysia.
- Strong empathy, professionalism, integrity, and ability to maintain confidentiality.
- Ability to work collaboratively with students, parents, academic staff, scholarship bodies, and external stakeholders.
- Good organisational and administrative skills with the ability to manage multiple cases and programmes effectively.
- Experience in crisis intervention, disciplinary support, or student welfare matters is an added advantage.
- Computer literate and proficient in Microsoft Office applications.

**PLACEMENT:**

**SULTAN HAJI AHMAD SHAH CAMPUS (KSHAS)**  
Universiti Tenaga Nasional (UNITEN),  
26700 Muadzam Shah, Pahang.

**ADVERTISEMENT DATE:**

20<sup>th</sup> May 2026 – 31<sup>st</sup> May 2026

**Applications must be accompanied by the UNITEN 188C Form, Resume/CV, certified copies of academic certificates, training certificates, records of involvement, and other supporting documents. Complete applications may be submitted via email to [hr@uniten.edu.my](mailto:hr@uniten.edu.my) : or sent to the following address:**

**DIRECTOR  
PEOPLE EXPERIENCE DEPARTMENT  
UNIVERSITI TENAGA NASIONAL  
JALAN IKRAM-UNITEN,  
43000 KAJANG, SELANGOR  
Email: [hr@uniten.edu.my](mailto:hr@uniten.edu.my)**

The UNITEN 188C Form can be obtained at: <https://www.uniten.edu.my/about/job-opportunities/>

**By applying, you have given consent and authorized the Universiti Tenaga Nasional (UNITEN) to collect, process, record, store and/or disclose personal data and sensitive personal data for all purposes associated in relation to your agreement, education, administration, attendance record and any other lawful activities performed or related to services rendered by UNITEN.**

**Applications must be received by the People Experience Department (PXD), UNITEN no later than the closing date of the advertisement. Incomplete applications and those received after the closing date will not be processed.**

**If you do not receive any notification within 60 days from the closing date, your application is considered unsuccessful. Only shortlisted candidates will be contacted for an interview.**

*Creative, Innovative & Energetic*

**"UNITEN PRACTICES A NO GIFT POLICY"**

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