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NEA

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Step-By-Step Guide For Job Seekers : How to choose my future profession?



GETTING TO KNOW MYSELF BETTER

1-1 : My technical skills

A technical skill is the expertise and control of a method or the use of specific machinery technological in nature, acquired in a specialized area. This expertise is based on theoretical, practical, technical knowledge and experience

Examples :

- Installing a window
- Buying at the best price
- Applying hair extensions
- Reading a weather map ,,

1-2 My social and transversal skills

A social skill is the ability to communicate and interact in a positive way with those around you (work relations, family ...)

Examples of Social Skills

- Honesty
- Cooperating
- Remaining positive at all times
- Show respect to others

A transversal skill can be used whatever the sector of activity or the profession. 14 skills are generally taken into consideration

Examples of transversal skills

Adaptability :

Ability to adapt to various situations and to adjust to organisations, work groups, habits and values specific to the company.

Stress management :

Ability to maintain self-control to act effectively in irritating, unforeseen or stressful situations.

Teamwork:

Ability to work and coordinate with others within the company in confidence and transparency to achieve set objectives.

Capacity to bring people together:

Ability to mobilize a team / interlocutors and to train them in the pursuit of a shared objective.

Communication skills:

Ability to clearly convey information, exchange, listen actively, receive information and messages and be open- minded.

Autonomy :

Ability to take charge of one's activity without having to be continuously supervised.

Decision-making capacity :

Ability to make choices for taking action, to take charge of one's activity and to be accountable.

Organisational skills :

Ability to plan, prioritise, anticipate actions taking into account the means, resources, objectives and schedule to achieve them.

Thoroughness:

Ability to perform tasks by accurately following rules, procedures, instructions that have been provided without making an error, and to transmit information accurately.

Making proposals :

Ability to initiate, imagine new proposals to resolve identified problems or improve a situation. Being proactive.

Curiosity :

Ability to go beyond what is given to see, to open up to novelty and to investigate to understand and act appropriately.

Determination:

Ability to maintain effort until the complete completion of a task regardless of the unforeseen or obstacles encountered.

Taking a step back :

Ability to demonstrate objectivity, to take distance to analyse facts, situations and interactions before acting or making a decision.

Responsiveness:

Ability to react quickly to events and unforeseen events, by prioritising actions, according to their degree of urgency / importance

DISCOVERING PROFESSION

The professional world is not limited to the few professions that surround you: in the family, with neighbors, friends, in the media or on social networks ,,

All professions have positive and negative aspects. From the outside, we may tend to idealize them or, reversely, see their adverse aspects only. It is therefore essential to investigate into each job prospect in order to make informed choices.

While you are looking for career ideas, we suggest that you incorporate elements on the future of work into your thinking. The world of employment is changing. Jobs are disappearing, others are being created to respond to changes in our planet :

OUR VISION

Employment opportunities for all

OUR MISSION

To formulate and implement employment policies and programmes for creation of sustainable employment for all Kenyans

TO REGISTER AS..

1. A job seeker/Intern
2. Private Recruitment Agency

OR

3. Employer

Visit: www.neaims.go.ke

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