

Setso Tamasiga

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SUMMARY

Setso Tamasiga is a dedicated educator with over 5 years of experience fostering student growth and development. She has a proven ability to provide individualized student support and collaborate with parents and teachers to address student needs. She is skilled in guidance and counseling techniques, empowering students to navigate challenges and build self-confidence.

PROFESSIONAL EXPERIENCE

Sedie Junior Secondary School Maun, Botswana

04/2024 to 12/2024

Guidance and Counselling Teacher

- Practical experience in counseling and guiding students through direct contact.
- Identifying student issues, developing goals and comprehensive counseling plans to address their needs.
- Use various communication channels, such as phone calls, emails, and newsletters, to connect with parents and guardians and build a support network.
- Provide assistance in career awareness, exploration, and planning services to the students, including goal setting and decision-making.
- Assist students in developing healthy and positive attitudes and values toward life
- Aid the students in self-evaluation, self-understanding, and self-direction, enabling them to make decisions consistent with immediate and long-term goals.

Tlhabologo Primary School | Gaborone, Botswana

07/2020 – 12/2022

Assistant Teacher

- Prepared classroom equipment, bulletin board displays, demonstrations, and lesson instructional materials.
- Presented different subjects (mathematics, English, Setswana, Science) to pupils under the direction and guidance of the senior teacher by employing supervised and role-playing methods.
- Tutored and assisted pupils individually or in small groups to help them solve the assigned tasks and reinforce learning concepts.
- Collaborated with teachers and parents regularly regarding student progress and addressing any student behavioral problems.
- Supervised students in extracurricular activities to ensure that they observe health and safety measures.

University of Botswana | Gaborone, Botswana

08/2018 – 06/2020

Recruitment and Retention Officer

- Recruited and enrolled research participants in the cancer research study.
- Orientated new study participants and developed checklists, tools and other resources to facilitate such orientation.
- Data collection and analyses from the study participants and administration of the Audio Computer-Assisted Self-Interviews software (ACASI).
- Assist supervisors with entering the collected data into the REDCap database and conducting data cleaning.
- Responsible for tracking and providing counseling to study participants.

Gaborone City Counsel | Gaborone, Botswana

05/2016 – 07/2016

Guidance and Counselling Officer (Internship)

- Assisted clients with identifying and resolving problems affecting their personal development by clarifying short- and long-term personal development objectives.
- Applied appropriate theories, approaches, and practices of counseling to assist clients in crisis and distress.
- Equipped clients with coping mechanisms and strategies relevant to their case
- Maintained clear, accurate and up-to-date records for every client case and provided weekly updates of every client case to the supervisor.
- Referred clients to appropriate resources, such as support groups, hospitals, or legal services.

Mogoditshane Junior Secondary School | Gaborone, Botswana

05/2015 – 07/2015

Guidance and Counselling Teacher (Internship)

- Gained practical experience in counseling and guiding students through direct contact.
- Identify student issues and develop goals and comprehensive counseling plans to address their needs.
- Utilized various communication channels, such as phone calls, emails, and newsletters, to connect with parents and guardians and build a support network.
- Equip students with a personalized roadmap for career exploration, including self-discovery, skills assessment, and goal setting.

Lesedi Primary School | Gaborone, Botswana

02/2015 – 05/2015

Guidance and Counselling Teacher (Internship)

- Assisted pupils with special needs in developing effective study methods to improve their academic performance.
- Participated in training opportunities to develop staff expertise in de-escalation techniques and positive reinforcement for managing student behavior.
- Empowered students through individual and group counseling to navigate peer pressure and build strong identities supporting their goals.

EDUCATIONAL BACKGROUND

Master of Clinical Social Work | University of Botswana

08/2018 – 06/2024

Bachelor of Education (B.Ed) Counselling and English | University of Botswana

08/2012 – 05/2016

- **GPA:** 3.6/5.0

International General Certificate of Secondary Education | Legae Academy

01/2007 – 12/2011

- **Grade:** 42 points

PROFESSIONAL DEVELOPMENT

Certificate in Medical Secretary | Alison

01/2024 – 02/2024

- **Grade:** Passed

BOARD MEMBERSHIP & AFFILIATIONS

United Congregational Church of Southern Africa (UCCSA) | Gaborone, Botswana

05/2016 – 07/2016

Regional Youth Secretary

- Effectively managed all communications, including emails, official letters, and forwarding information to relevant stakeholders.
- Prepared and organized meeting spaces, ensuring audio-visual equipment was set up and resources were readily available.
- Documented financial transactions and other relevant committee activities, maintaining accurate records.
- Developed an efficient filing system, categorizing documents for easy retrieval.

SKILLS AND COMPETENCIES

- **Industry and Profession:** Guidance and counseling skills, interdisciplinary collaboration with psychologists, police and legal officers.
- **Microsoft Office:** Word, PowerPoint, Excel, Access and Publisher.
- **Interpersonal skills:** Communication skills, problem-solving, team building, leadership.