



Vice Principal

- **Vacancy for:** 1
- **Posted on:** Dec. 10, 2018
- **Deadline:** Dec. 17, 2018, 11:55 p.m.

Qualification: Master's degree in business, management, engineering or IT related subject. PhD degree is desirable but not compulsory

Experience: 5 years or more relevant work experience in similar position in educational institution. Demonstrated leadership experience. Demonstrated coordination experience

Major Responsibilities:

This is a senior management position that leads the institution towards its vision. The Vice Principal is accountable for ensuring educational success of the institution and efficient management of resources. S/he leads overall management of Kathford's operations and collaborates with Academic Advisor(s), Head of Departments and Section Heads for smooth management of operations and resources. The position holder is also responsible for support and supervision of programs including monitoring and evaluation of the running programs. This is an ambitious and developing role which supports strategic objectives of the institution. The position reports to Principal and Chairperson. The key responsibilities of the position include:

- Program Implementation and Monitoring
- Operations Management
- Planning, Reporting and Documentation
- Communication and Coordination
- External Coordination, Branding and Representation
- Self-Management

Competencies:

- **Personality:** Highly enthusiastic and inquisitive personality with positive attitude
- **Management:** Excellent time management, people management and resource management skills
- **Communication and Networking:** Excellent communication, interpersonal, networking and presentation skills with ability of giving presentations to a wide range of audiences and delivering interactive sessions with young people
- **Teamwork:** Ability to work with different teams and lead them towards common organizational goals as well as different team objectives
- **Leadership:** Ability to take initiatives and plan and deliver appropriate activities
- **Content Knowledge:** Good understanding of college management, student lifecycle, competitor's activities and government policies in education
- **IT Knowledge:** Well versed with Microsoft Office (Word, Excel and Powerpoint)
- **Branding:** Good understanding of online and on-site branding of college
- **Motivation:** Self-motivated with a flexible approach to work and commitment to success and take responsibility for own ongoing professional development
- **Impact and results orientation:** Proactive in finding solutions, mentoring in-house team, setting targets and achieving them.
- **Reporting:** Habit of reporting activities weekly and monthly in concise as well as detailed form

Duty Station: The duty station is Lalitpur (inside college premises) with occasional travel and field work

Remuneration: Salaries and benefits at Kathford are competitive compared to other similar institutions; remuneration is commensurate with experience and qualifications.

Gender and Equity Policy

Kathford abides by equal opportunity policy, and qualified and eligible candidates from all backgrounds are highly encouraged to apply.

Applying Procedure:

Applicants shall have to forward their application, and a complete cv/bio-data with the subject:
Application for the Position of Vice Principal addressed to: hr@kathford.edu.np with a cc mark to
principal@kathford.edu.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/vice-principal-39/>

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