



Kathmandu Forestry College Public Limited
Matathirtha, Kathmandu

Terms of Reference

Kathmandu Forestry College (KAFCOL) Public Limited is a dynamic and expanding academic institution located in Chandragiri-8, Gairigaun, Kathmandu. Since its inception in 2005 the college has been offering B.Sc. Forestry program in affiliation with Tribhuvan University, Nepal. Additionally, since 2009, it has been running a Diploma in Forestry program in collaboration with the Council for Technical Education and Vocational Training (CTEVT), Government of Nepal.

In 2012, KAFCOL partnered with the University of Salzburg, Austria, to jointly offer an MSc in UNIGIS Program in Geographical Information Science and Systems (UNIGIS MSc). Furthermore, in 2015, the college launched a new M.Sc. Program in Natural Resources Management and Rural Development (MSc in NRM-RD) in affiliation with Tribhuvan University.

KAFCOL is also actively engaged in research and outreach projects focusing on biodiversity, forestry, and natural resources management. The college was established through a joint effort by the Nepal Agroforestry Foundation, a national NGO dedicated to promoting agroforestry, and a group of professionals in forestry and natural resource management.

The Board of Directors has recently approved a new organizational structure, which entails comprehensive institutional restructuring and necessitates a fresh recruitment process for all faculty and staff positions, including the principal.

1. Position Details

1.1 **Job Title:** Fulltime Faculty for

1.1.1 General Forestry and Forest Management

1.1.2 Wildlife, Protected Area Management and Biodiversity

1.1.3 Soil Conservation and Watershed Management

1.1.4 Natural Resource Management and Rural Development

1.1 **Effective Date:** Shrawan 01, 2083

1.2 **Reports To:** Vice Principal/Academic Coordinator

1.3 **Duty Station:** Chandragiri-8, Gairigaun, Matathirtha, Kathmandu

1.4 **Duration:** 6 months of probation period. Initially for two years with possibility of extension.

2. Role Overview

Faculty members at KAFCOL are responsible for delivering effective instruction and teaching to the students, course planning and continuous improvement, and guiding students academically and professionally.

They design assessments, provide feedback, and contribute to research and scholarly publications. Their role also includes leading fieldwork and practical learning activities, encouraging student involvement in extracurricular programs, and participating in departmental and institutional initiatives that contribute to the overall academic environment.

3. Key Responsibilities

3.1 Academic and Teaching

- **Teaching & Instruction:** Deliver course content effectively and engage students in active learning.
- **Curriculum Contribution:** Participate in course planning, development, and continuous improvement.
- **Student Mentorship:** Guide and support students academically and professionally.
- **Assessment & Evaluation:** Design and administer assessments and provide timely feedback.
- **Research & Development:** Engage in scholarly research and journal publications. Encourage to publish one general article annually.
- **Field & Practical Coordination:** Lead field visits, practical sessions, and hands-on learning activities.
- **Extracurricular Involvement:** Support student participation in clubs, events, and competitions.
- **Institutional Participation:** Contribute to departmental meetings, committees, and institutional initiatives.
- **Quality Assurance:** Fulltime faculty should maintain academic standards as prescribed as well as good practices.
- **Teaching:** Teach at least three courses in each semester/year as a part of regular schedule
- **Event & Program Support:** Organizing academic events, workshops, and training session as per need basis and as prescribed in curriculum.

3.2 Student Management and Relations

- Acts as a liaison between students and their parents to address academic concerns and ensure smooth communication.
- Exercise disciplinary authority over students while on college premises, traveling to and from college, and participating in authorized college activities and functions.
- Familiarize with general student progress and assist in its improvement.
- Responsible for attracting and enrolling students to KAFCOL while ensuring the highest standards of academic excellence and quality education are consistently maintained.

3.3 Communication and Reporting

- Support the Vice Principal/Academic Coordinator in maintaining effective communication and relationships with key partners, regulatory bodies, ministries, departments, municipalities, and other relevant agencies.
- Communicate with students' parents or guardians, when necessary, regarding academic programs, student performance, placement, and behavior.
- Prepare required reports to KAFCOL and various agencies and ensure regulatory compliance as guided by the Vice principal/Academic Coordinator.

3.4 Health, Safety, and Security

- The Fulltime Faculty supports the Vice principal/Academic Coordinator in maintaining a safe, clean, and well-managed campus environment by promoting respect for KAFCOL property, ensuring health and safety standards, and managing visitor access.

4. Person Specification

4.1 Education and Qualifications

- A master's degree, preferably PhD, in a relevant field for relevant subject areas such as, Forestry, Soil and Watershed Management, Wildlife and Protected Area Management, Natural Resource Management and Rural Development; Agroforestry, or other related disciplines as outlined in the BSc Forestry and MSc NRM-RD curriculum. For General Forestry and Forest Management, the candidate should possess B.Sc. Forestry also.

4.2 Experience and Competencies

- Minimum 3 years of teaching experience in reputable colleges, universities, or research and development institutions.
- Ability to implement modern and innovative teaching methodologies for effective training of both teachers and students.
- Strong interpersonal skills, including listening, communication, coordination, collaboration, and influencing.
- Proficient in MS Office Suite and familiar with IT-based management systems.
- Research-oriented with strong research management skills

4.3 Language Proficiency

- Excellent written and verbal communication skills in both English and Nepali.

4.4 Age Requirement

- Candidates must not exceed 61 years of age at the time of application, considering the mandatory retirement age of 63 years.

5. Selection Criteria

5.1 PowerPoint Presentation: 50 Marks

The Recruitment panel provides a case for the shortlisted candidates to prepare an analytical note and PowerPoint Presentation on relevant subject. Candidate's presentation will be assessed based on: (a) Quality of Writing, (b) Presentation (c) Strong public relations skills with the ability to effectively engage and maintain positive relationships with students, parents and relevant stakeholders.

5.2 Interview and Presentation: 50 Marks

After the PowerPoint presentation, the candidate will undergo interview process. During the interview, the candidate will be evaluated based on the following criteria: (a) Technical knowledge, (b) Professional experience and skills, (c) Personal attributes and core competencies.