



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:** Library & Laboratory Officer
- 1.1 **Effective Date:** Shrawan 01, 2083
- 1.2 **Reports To:** Vice Principal/Academic Coordinator
- 1.3 **Duty Station:** Chandragiri-8, Gairigaun, Matatirtha, Kathmandu
- 1.4 **Duration:** 6 months of probation period. Initially for two years with possibility of extension.

2. Role Overview

Responsible for managing library and laboratory resources to support academic excellence. This includes maintaining and updating learning materials, assisting students and faculty with research and practical work, and promoting information literacy.

The role also ensures proper setup, safety, and equipment maintenance, while managing inventories and providing technical support for academic activities.

Additionally, the officer is responsible for procurement and logistics management for academic-related events and its operations.

3. Key Responsibilities

3.1 Library & Laboratory Management

- **Resource Management:** Organize, maintain, and update the library's collection of books, journals, and digital resources.
- **Student & Faculty Support:** Assist users in locating and using academic materials effectively.
- **Information Literacy:** Conduct orientations and training in research skills and proper referencing.
- **Library Systems:** Manage cataloging, circulation, and digital library systems.
- **Academic Collaboration:** Support curriculum needs by sourcing relevant materials and collaborating with faculty.
- **Lab Preparation:** Set up equipment and materials for practical sessions and experiments.
- **Safety & Maintenance:** Ensure lab safety protocols are followed and equipment is properly maintained.
- **Support to Faculty & Students:** Assist during lab sessions and guide students in using instruments correctly.
- **Inventory Management:** Maintain records of lab supplies, chemicals, and equipment usage.
- **Technical Assistance:** Provide technical support for research and academic projects involving lab work.
- **Procurement & Logistics:** Responsible for managing logistics and procurement processes, particularly in support of academic-related events such as student tours, welcome and farewell programs, and sports activities.

3.2 Student Management and Relations

- Acts as a liaison between students, Fulltime Faculties, and Visiting Professor to address Library and Laboratory concerns and ensure smooth operations of Laboratory and Library units.
- Authorized to exercise disciplinary oversight over students during college activities, including those related to the library, laboratory, and institutional events.

3.3 Communication and Reporting

- Support the Vice Principal/Academic Coordinator, Fulltime Faculties, and visiting professors in maintaining effective communication and relationships with students and their parents.
- Prepare required reports to KAFCOL as guided by the Vice principal/Academic Coordinator.

3.4 Health, Safety, and Security

- The library and laboratory Officer 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 bachelor's degree in a relevant field such as Forestry, Agroforestry, Environmental Science, or other related disciplines appropriate to the responsibilities of this position.

4.2 Experience and Competencies

- Minimum 2 years of experience in Library and Laboratory field in reputable colleges, universities, or research and development institutions.
- Demonstrated ability to implement modern and innovative approaches to library and laboratory management within an institutional setting.
- Strong interpersonal skills, including listening, communication, coordination, collaboration, and influencing.
- Proficient in MS Office Suite and familiar with IT-based management systems.

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 PowerPoint Presentation and candidate's presentation will be assessed based on: (a) Management approach, (b) Student Management, (e) Strong public relations skills.

5.2 Interview and Presentation: 50 Marks

After the PowerPoint presentation, the candidate will proceed to the interview stage. 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.