



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:** Examination & Communication 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

The Examination and Communication Officer at KAFCOL plays a vital role in ensuring the effective delivery of academic and assessment activities. The role involves coordinating the planning, scheduling, and smooth conduct of internal and external examinations while ensuring the secure handling of examination materials and compliance with academic policies. The officer also provides essential student support by processing examination applications, re-sit requests, result distribution, and addressing exam-related queries.

The role also includes communication with students, parents, and other stakeholders, overseeing sports management, and supporting the setup and maintenance of classrooms, laboratories, and examination halls to ensure a well-organized academic environment.

3. Key Responsibilities

3.1 Examination Management

- Coordinate the planning, scheduling, and smooth execution of internal and external examinations.
- Ensure secure handling of question papers, answer sheets, and exam records.
- Maintain examination-related documentation and compliance with academic policies.

3.2 Student Support and management

- Process student exam applications, re-sit requests, and distribution results.
- Address student queries related to exams and assessments.
- Provide support in collecting outstanding fees as part of the examination application process.
- Implanting discipline norms in the college.

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.
- The Examination & Communication Officer is responsible for maintaining effective communication with line agencies, relevant stakeholders, students, and parents, in close consultation with the Vice Principal.
- The officer plays a significant role in student enrollment for the new academic year, along with promoting and advocating the college at different levels.
- The Examination & Communication Officer is responsible for timely updates to the college website, initiating advertisements and promotional activities to support KAFCOL's outreach, and coordinating communication on dues clearance with regulatory bodies and line agencies.
- Prepare required reports or documents to KAFCOL as guided by the Vice principal/Academic Coordinator.

3.4 Health, Safety, and Security

- The Examination & Communication 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 relevant fields such as Education, Management, Forestry, Environmental Science, or other related disciplines appropriate to the responsibilities of this position.

4.2 Experience and Competencies

- Minimum 2 years of experience in Examination and communication field in reputable colleges, universities, or relevant institutions.
- Proven ability to apply modern and innovative communication strategies to effectively engage with diverse individuals and institutions at various levels.
- 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) Public relations and communication 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.