



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:** Operations Coordinator
- 1.1 **Effective Date:** Shrawan 01, 2083
- 1.2 **Reports To:** College Principal
- 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 Operations Coordinator provides comprehensive oversight of the college's human resources, administrative, financial, and procurement functions to ensure efficient and compliant operations. This role leads to staff recruitment, contracts, performance management, record keeping, and staff development initiatives while ensuring policies and procedures are effectively communicated and followed. It manages day-to-day administration including facilities, logistics, documentation, legal compliance, and coordination of meetings and institutional activities. The position also supports annual planning and budgeting, financial reporting, audits, vendor payments, and asset

management. Acting as a key liaison across departments and external stakeholders, the operations Coordinator proactively addresses operational needs with discretion, efficiency, and accountability.

3. Key Responsibilities

3.1 Human Resources Responsibilities

- Responsible for the staff and faculties hiring processes, and its proper documentation.
- Responsible on staff appointment, contract extension, establish the system of annual performance and effective implementation of this system.
- Maintain accurate and confidential staff records, track attendance, leave applications, and ensure compliance with college policies.
- Initiatives for staff development, training, and well-being, staff events and staff meetings.
- Ensure all policies and procedures are communicated and followed accordingly.

3.2 Administrative Responsibilities

- Oversee day-to-day administrative tasks including supplies, maintenance, cleaning, gardening, safety & security, IT management, and facility management.
- Oversee the Incoming and outgoing documents, letters and their proper recording.
- Fully responsible for updating the legal status of the KAFCOL along with its property.
- Manage calendars, meetings, and events for college staff and departments.
- Handle official correspondence, filing systems, and record-keeping.
- Ensure adherence to institutional and governmental regulations.
- Be responsible for logistics management for different kinds of meetings and assemblies, other than student related meetings and study tours
- Assist faculty and students with administrative needs.

3.3 Finance Responsibilities

- Support Principal to oversee all financial management of KAFCOL
- Be a focal person of annual planning and budgeting in coordinating with other departments and monitoring expenditures.
- Manage vendor payments, staff reimbursements, and student fee records.
- Responsible for presenting financial summaries and reports for management and BODs through Principal.
- Support internal and external audit processes.
- Finalize financial reports, analyze them from financial perspective and submit them to the concern authority.

3.4 Procurement Oversight

- Ensure proper financial documentation, ensure the procurement process and serve as the focal point of all procurement of the KAFCOL.

- Maintain record of all consumables and all kinds of assets under the asset management principles.

3.5 Cross-functional Skills

- Act as a liaison between departments, staff, and external stakeholders.
- Address operational issues proactively and efficiently.
- Handle sensitive information with proper discretion.

3.6 Communication and Reporting

- Support the Principal in maintaining effective communication and relationships with key partners, regulatory bodies, ministries, departments, municipalities, and other relevant agencies.
- Submit required reports to various agencies and ensure regulatory compliance as guided by the principal
- The annual progress report of KAFCOL should be submitted to the principal, and periodic reports should be prepared as per need basis.

3.7 Staff Management and Capacity Development

- Promote the professional and administrative growth of all staff.
- Take an active role in the selection, planning, and implementation of professional development activities for all staff in cooperation with the principal and Vice principal.
- Evaluate the performance of each member of operations function's staff in accordance with the establishment plan.
- Be responsible for the development and conduct of an orientation program for all the new staff if they are new to the college.

3.8 Health, Safety, and Security

- The position supports the principal 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. It oversees campus security, including patrols, first-aid readiness, and hazard inspections, and assigns responsibilities for the overall cleanliness and maintenance of the college.

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4. Person Specification

4.1 Education and Qualifications

- Master's degree in related fields, such as Business Studies, Business Administration, Human Resource Management or relevant subjects.

4.2 Experience and Competencies

- Minimum five years of relevant professional experience covering administrative operations, financial management, and human resource management in reputable institutions.

- Proven capacity to introduce and apply modern and innovative administrative approaches to enhance organizational effectiveness.
- 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 related to admin and finance for the shortlisted candidates to prepare short writing on and make a PowerPoint Presentation and candidate's presentation will be assessed based on: (a) Financial Management, (b) general Administration, (c) Financial management of private college, (d) Human Resource management, and (e) Public Relations.

5.2 Interview and Presentation: 50 Marks

After the PowerPoint presentation, the candidate will proceed to the oral presentation and 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.