



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:** Front Desk/Admin officer
- 1.1 **Effective Date:** Shrawan 01, 2083
- 1.2 **Reports To:** Operations 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 Front Desk / Administrative Officer manages front desk operations, communication, and visitor services while providing administrative, student, and staff support. The role ensures smooth daily operations through record keeping, fee coordination, inventory and store management, Logistics & procurement initiation, and oversight of cleanliness and facilities.

3. Key Responsibilities

3.1 Reception, Communication, and hospitality

- Welcome students, parents, staff, and guests with professionalism and courtesy.
- Answer incoming calls, respond to emails, and direct inquiries to the appropriate departments.
- Provide accurate information about college programs, schedules, and procedures to respective individuals and institutions.

3.2 Administrative Support

- Maintain visitor records and ensure security protocols are followed.
- Receive, sort, and distribute incoming mail and packages.
- Assist in scheduling appointments, meetings, and interviews for staff and faculty.
- Maintain record of incoming and outgoing letters and documents.

3.3 Student & Staff Assistance

- Help students and staff with routine questions and administrative support.
- Manage forms related to admissions, leave, certificates, etc.
- Liaise with departments for smooth communication and task follow-ups.

3.4 Record Keeping & Reporting

- Maintain records of calls, visitors, and front desk activities.
- Notify the Operations Coordinator of any facility or operational issues.

3.5 Procurement, Store, and Logistics Management

- Keeping, issuing and maintaining record of consumable items.
- Prepare report of monthly consumption and balance of consumable items.
- Support to Operations Coordinator for any kind of procurement.
- Be a focal point of vender listing and quotation registrations.
- Initiate and manage the procurement process for goods and services, with a primary focus on administrative requirements.
- Provide administrative and logistical support for institutional events to ensure smooth planning and execution.

3.6 Student Fee Collections

- Coordinate with students to ensure timely collection of dues and updates the accounting records accordingly.
- Support the accounts office for books of accounts, record keepings.

3.7 Cleaning:

- Ensuring the cleaning and tidiness of visitor room, classroom, grounds, toilets, offices, staircase, garden +++

3.8 Interdepartmental Coordination:

- Support academic departments with administrative queries and fee collections.

3.9 Health, Safety, and Security

- The Front Desk/Admin Officer supports the operations 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 bachelor's in arts/commerce/business studies/ administration, Communication or other related disciplines appropriate to the responsibilities of this position.

4.2 Experience and Competencies

- At least two years of relevant experience in Administration & hospitality management in recognized colleges, universities, or related institutions.
- Strong interpersonal skills, including listening, communication, coordination, collaboration, and influencing.
- Demonstrates high proficiency in MS Office applications, enabling efficient data management and streamlined administrative processes

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) Administrative procedures, (b) Communications, and (c) Hospitality.

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.