KATHMANDU FORESTRY COLLEGE
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Kathmandu Forestry College Public Limited
Matathirtha, Kathmandu

Terms of Reference - Vice Principal/ Academic Coordinator

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**: Vice Principal/Academic 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 Vice Principal or Academic Coordinator oversees key academic and administrative functions, including planning and managing academic calendars and schedules, coordinating with faculty on teaching activities, and supporting students by facilitating communication and addressing academic concerns. The role ensures academic quality through monitoring teaching standards, maintaining essential academic records, and ensuring adherence to institutional policies.

The Vice Principal or Academic Coordinator also contributes to academic delivery by teaching at least two courses in each semester, supports the organization of academic events and training programs,

prepares and implements annual departmental plans and budgets, and supervises student affairs including study tours, field visits, practical sessions, and extracurricular activities.

The position serves as the primary focal person for the college's Research and business development initiatives and leads the institution's research activities.

The position supports the principal in representing KAFCOL by promoting the institution's objectives, business interests, and social responsibilities. Additionally, the role serves as the focal person for coordinating with visiting faculty, ensuring the maintain of academic standards and the engagement of qualified human resources for both teaching and research activities.

The position also supports the principal in implementing essential policies and procedures to ensure that all KAFCOL staff follow proper protocols. It also provides recommendations for improvements to existing policies, procedures, and practices.

3. Key Responsibilities

3.1 **Academic and Teaching Management**

- **Academic Planning & Scheduling**: Develops and manages academic calendars, class schedules, and exam timetables.
- **Faculty Coordination**: Supports faculty in course planning, teaching resources, and classroom management.
- **Student Support**: Acts as a liaison between students and faculty to address academic concerns and ensure smooth communication.
- **Quality Assurance**: Monitors teaching effectiveness and ensures academic standards are maintained.
- **Teaching**: Teaches at least two-three courses in each semester, as a part of regular schedule
- **Administrative Oversight:** Responsible for maintaining essential academic records, including attendance, student grading systems and grades, and ensuring compliance with institutional policies and TU/CTEVT regulations.
- **Event & Program Support**: Organizing academic events, workshops, occasional talk programs, and training session.

3.2 **Student Management and Relations**

- 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 in collaboration with the respective faculty members and visiting professors.
- Coordinate and/or direct the evaluation of student progress through respective class teachers and provide regular reports to parents when possible.
- Responsible for attracting students to KAFCOL and effectively administering student programs as agreed.

- Oversee and support faculty members in managing student affairs, organizing study tours and excursions, conducting practical sessions, and coordinating extracurricular activities.

3.3 **Facilitating internal meetings**

- Hold regular (monthly, or as per need basis) academic staff or faculty meetings to discuss educational and administrative matters, ensuring the effective functioning of day-to-day administration of academic programs.

3.4 **Communication and Reporting**

- Support the Principal 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.
- Collaborate with shareholders and the Board of Directors to ensure efficient resource management for teaching and research activities.
- Submit required reports to various agencies and ensure regulatory compliance as guided by the principal
- The annual academic progress report of KAFCOL should be submitted to the principal, and periodic reports should be prepared as per need basis.

3.5 **Business Development, Research & Training**

- Active support for Business Development process, working closely with the principal to lead strategic growth initiatives.
- Support the KAFCOL Research and Outreach Center in preparing funding proposals and ensuring smooth implementation of externally funded projects/programs, securing overhead income as per College Rules, and proactively acquiring and managing student research grants.
- Collaborate with the management team in developing that strengthen KAFCOL's financial sustainability, build faculty capacity, and enhance student engagement throughout their academic journey.

3.6 **Financial Management**

- Responsible for preparing the annual academic plan and budget and ensuring their effective implementation.
- Ensure proper compliance with procurement procedures and oversee logistics management for programs and events

3.7 **Staff Management and Capacity Development**

- Promote the professional and academic growth of the staff and faculties.
- Take an active role in the selection, planning, and implementation of professional development activities for the staff in cooperation with the principal.
- Evaluate the performance of each member of academic staff and faculties in accordance with the establishment plan.

- Be responsible for the development and conduct of an orientation program for all the new faculties and staff if they are new to the college.
- See that instructions are prepared for the guidance of substitute teachers or visiting faculties.

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.

4. Person Specification

4.1 **Education and Qualifications**

- Master's degree, preferably PhD, in related fields, such as, General Forestry, Wildlife and Protected Area management, Agroforestry, Watershed management, Wildlife Management, and Natural Resource Management or relevant subjects.

4.2 **Experience and Competencies**

- Minimum 5 years of teaching experience in reputable colleges, universities, or research and development institutions.
- Demonstrated 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 on academic and research area for the shortlisted candidates to prepare and analytical note and make a PowerPoint Presentation and candidate's presentation will be assessed based on: (a) Quality of Education/delivery, (b) Students Management, (c) Academic Resource Management, (d) Business Development, (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.