

**KATHMANDU UNIVERSITY**  
**DHULIKHEL, KAVRE**  
***Career Opportunity***

Date: June 15, 2013  
Ad num: 05/069/070

Kathmandu University (KU) is an autonomous, not-for-profit institution of higher learning dedicated to maintaining high standards of academic excellence. Pursuing the mission of providing quality education for leadership and leadership in quality education, KU is in the forefront of knowledge industry in the fields of science, engineering, management, education, arts and humanities, and medical sciences.

KU is looking for committed, competent, and qualified Nepali professionals to take up **permanent non teaching positions** in its Central Office and Schools.

Position: Manager [M1]  
Required Number: One

**Job Description**

**Responsibilities**

- Assist the Dean in preparing the annual plan, program and budget of the School.
- Prepare the annual progress report of the school.
- Manage the personnel, physical facilities and property of the School.
- Manage the Academic activities and student's administration

**Job Requirement**

**Qualification:**

Master's degree in related area

**Required Abilities**

**Abilities to:**

- Use computer and related soft-wares.
- Communicate, negotiate and maintain relations with employees individually and collectively and with external experts and agencies
- Write reports, policies and guidelines of professional standards both in English and Nepali
- Convince, influence, counsel, advise and train people as needed
- Manage staff members
- Manage meetings, functions and programs.

**Critical Attributes**

Leadership, adaptability, decisiveness, helping and problem- solving orientation, supportive behaviour, sense of fairness, patience, stress tolerance, interpersonal orientation, development orientation.

Potential candidates will require completing an application form available from June 18, 2013, on payment of Rs. 500 from Kathmandu University Central Office, Dhulikhel (Tel # 011 66 13 99/ 011 66 15 11) from 10 AM to 3 PM on working days. Application form can also be downloaded from KU webpage. The completed application form must be submitted along with necessary documents not later than 8, 2013 to **KU Central Office, Dhulikhel, Kavre.**

The shortlisted candidate must make a payment of cognitive and performance test and interview fee of Rs 1200 for Manager at the time of collecting admit card.

Documents required: Attested copies of mark sheets of all academic qualifications/ transcripts, citizenship certificate, work and professional experience certificates (both existing and previous), and training certificates. Three recent PP size photographs should be attached.

*Salary and benefits will be as per the rule of the University.*

**KU provides good career opportunities for high performing staff.**

**Only short-listed candidates will be contacted for further selection process as per the KU selection guidelines.**

**Registrar**

Kathmandu University