

Kathmandu University
School of Engineering
Energize Nepal Project

Job Descriptions for Project Manager

Position: Project Manager
Project: Energize Nepal Project (ENEP)
Position Type: Contract (Full-Time)
Contract Duration: 1 Year (annual extension subject to satisfactory performance)
Stationed at: Kathmandu University, Dhulikhel, with field visits as necessary
Immediate Supervisor: Dean, School of Engineering
Salary and Benefits: According to the qualification of the selected candidate and Kathmandu University service rule, an equivalent position (administrative or academic) will be offered to the selected candidate. The salary and benefit will be as per the standard of Kathmandu University for the offered position. Details will be mentioned in the offer letter.

Desired Qualifications:

- A **Master's level degree or PhD** in engineering, renewable energy, hydropower, natural resources management, or other related field;
- At least **10 years of working experience** in renewable energy and environmental management or related fields with recognized technical expertise;
- Strong management skills including ability to provide strategic guidance, technical oversight, build strong teams, mentor staff, develop work plans, and manage budgets and project expenditures;
- Excellent communication and interpersonal skills with experience in networking with partners at all levels (ministry, donors, private sector, NGOs and local community based organizations);
- Experience working with or in international and donor organizations with implementation of development Project/projects;
- Demonstrated written, analytical, presentation, reporting and computing skills and familiarity with modern communication systems (internet, worldwide web, email, etc.);
- Fluency in spoken and written English and Nepali.

Responsibilities and duties:

The Project Manager is responsible and accountable to the Energize Nepal (ENEP) Project Advisory Committee (PAC) for the administration of ENEP and for the implementation of ENEP project activities.

- Setting and managing the strategic direction of the ENEP in accordance with its core objectives and with requirements of funding partners, including delivering and reporting on results achieved;
- Supervise and coordinate the planning and implementation of the project activities, providing proposals and liaising with the PAC in developing work plans, procurement, consultancies, recruitment, logistics, budgeting and disbursements;
- Establish close collaboration and working arrangements with an interdisciplinary team composed of national and international experts from energy sector, GOs, NGOs,

- academic/research institutions, private sector and other professional associations, to ensure timely conduct of Project activities, including contractual arrangements;
- Ensure good coordination and collaboration with Project partners and project implementation agencies to meet the core objectives of ENEP;
 - Monitor and supervise the execution of ENEP projects and activities, ensuring in particular close working relations with partner organizations, and providing technical support and general supervision of Project operation. Inform the PAC about problems and obstacles that need attention and specific assistance;
 - Prepare the terms of reference for ENEP project partners and consultants required for other activities, in accordance with the approved annual Work Plan, and submit required documentation to the PAC for approval;
 - Monitor and supervise the work of project partners and consultants, facilitate meetings and, as far as possible, ensure the timely and responsive delivery of outputs and reports;
 - Provide support to the PAC members and international Project partners visiting/engaged in assignments in country, including preparing itineraries, appointments, travel and other logistical arrangements;
 - In consultation with the PAC, determine dates, agendas, budgets and participation for meetings and workshops, and upon approval of these plans by the PAC, undertake the organization and conduct of the meetings and workshops;
 - Organize and conduct national level project meetings and workshops and other activities as required;
 - Maintain close contacts with partners and projects, ensuring adequate communication of Project activities to all stakeholders including Government and private sector, and invite and encourage multi-stakeholder participation, in particular local groups, in Project activities and consultations as appropriate;
 - Prepare an annual Work Plan for submission to the PAC and updates on a half-yearly basis with explanations of any changes. The annual plan will comprise reviews of activities undertaken and/or completed over the last year, as well as proposals for project activities to be conducted the following year (scope, specifications and timeframe and expected outputs);
 - In close collaboration with international and national organizations, mobilize funds/resources from other development partners and institutions.

He/she also shall partly make available his/her service to School of Engineering in related area of work/expertise as assigned by the Dean of School of Engineering.