

# Vacancy Announcement

NTTP Institute is an independent national peace institute working in the areas of peace process, political transition and violence mitigation. NTTP-I currently supports confidential, trusted and inclusive dialogue processes at political, thematic and sub-national levels; generates and manages knowledge and experiences related to peace-building, facilitation and dialogue; and engages in developing national capacity for prevention and transformation of conflict. NTTP-I is seeking a qualified candidate for the position of

## Executive Director

### Responsibilities include

- Day-to-day management of the Institute under the supervision of the Executive Committee;
- Overseeing and managing donor-supported projects in the areas of peacebuilding and political process;
- Maintaining public relations with direct stakeholders of the Institute, which includes political parties, the civil society, national and international partner organizations and donors, researchers, advisory council, general assembly, and dialogue forums/groups;
- Leading dialogue initiatives of the Institute;
- Any other tasks assigned by the Chair, General Secretary and other members of the EC.

### A qualified candidate is expected to have

- a Master's degree (preferably a Ph.D.) in conflict or peace studies, social sciences or the humanities;
- At least 15 years of experience (10 years for Ph.D.) in peacebuilding, conflict prevention, constitution building, political process or other directly related areas;
- strong interpersonal, management and cooperation skills;
- an excellent command in English, both in written and spoken forms.

### Starting date and compensation:

The candidate is expected to join from 10 May, 2016. Salary is competitive and is commensurate with qualifications and experience.

### Applications:

Applications should be submitted electronically by COB **21 April, 2016**, to the Human Resource Department of NTTP Institute at [contact@nttpinstitute.org.np](mailto:contact@nttpinstitute.org.np). The application package should include a cover letter and a curriculum vitae.

*The Institute reserves the right to reject any candidate without giving any reason whatsoever. NTTP-I is an equal opportunity employer and encourages applications from the traditionally excluded communities including women.*