

**TITLE: Executive Director (ED)**

Location: Kathmandu

Duration: One year, subject to availability of fund

REPORTS TO: General Secretary

SUPERVISES: Direct supervises Deputy Executive Director, Deputy Program Managers, Program Officer, and overall supervision of others technical, administrative and support staff, other thematic and project managers and consultants as delegated by General Secretary (GS) and Executive Committee (EC)

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### **1. SUMMARY OF JOB ACCOUNTABILITIES**

Overall management chief of the Institute, Responsible for proposal development and implementation of strategic activities; overall program, finance and administrative management of the Institute; and ensuring adherence to the Institute's Statute, Strategy and Action Plans, Internal Governance Policy, Financial Management Manual, Operations Manual, Human Resource Policy and Procedures, M & E Policy, Communication Policy, Conflict of Interest Policy, Knowledge Management strategy, Research programs, Institutional development and overall strategy for growth of NTTP Institute. This position also has responsibilities as the contact point for Executive Committee of the Institute.

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### **2. RELATIONSHIPS**

#### **Internal**

Direct contact and working relationship with the Executive Committee; Chairperson, General Secretary and other officials of the EC, general members; all senior staff of the Institute; Research wing, Institutional development and external linkage points of the Institute, consultants; and indirect contact with other staff of the Institute.

#### **External**

NTTP-I national and international partner organizations and donors; service providers, auditors, and other stakeholders.

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### **3. REQUIREMENTS**

#### **Experience**

- At least 10 years of experience in the relevant areas of the Institute in a similar capacity with three years, and another five years at a senior management level;
- Practical experience of project and program development, proposal writing, experience in at least three technical areas – proposal writing including budget and implementation plans, experience in at least two thematic areas – research and policy, dialogue on strategic national issues, local conflict facilitation, and support to the Think-Tank processes, and/or education and training will be required;

- Past experience of dealing with the Senior Political and Civil Society Actors, Executive Committee or similar structure, managing relationship and implementing their decisions, and overall staff management of a similar organization;
- Past experience of developing and maintaining excellent relations with the stakeholders of similar organizations;
- Previous experience of monitoring, evaluations, learning, knowledge management and communication will be an asset;
- Experience of the development and implementation of the strategy and action plans, application and compliance processes of the Internal Governance Policy, Operations Manual, Financial Management Manual, and Human Resource Management Policies and Procedures will be required.

**Education**

At least a Master's degree in conflict and peace studies, political science management, social science and other relevant areas.

**Other competencies**

- Knowledge and understanding of the conflict, peace and political economy context of Nepal
- Strong interpersonal skills to build relationship with various stakeholders of the Institute
- Leadership and management skills to lead the Institute in its establishment process and to manage and motivate staff
- Communication skills (strong verbal and written communication in both Nepali and English)
- Program development and proposal writing skills
- Analytical and problem solving skills

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### **4. JOB FUNCTIONS**

- Overall management of the Institute under the guidance of the EC, its chair, GS and other officials
- Develop strategic action plans, annual work plans and budget and submit to the EC for approval
- Lead the implementation of strategic activities of the Institute as well as specific project activities as agreed by the EC
- Lead the program management and implementation functions of the Institute
- Overall management of the Institute's program including finance and administrative management of the Institute and ensuring adherence to the Institute's Statute, overall Strategy and Action Plans and direct attention towards the M & E Policy, Knowledge management policy, Communication policy, organizational development and institutional development policies and strategies
- Develop appropriate proposals and budget and submit to the EC for approval and following approval submit to the respective development partners
- Develop and sustain a professional working relationship with the NTTIP Institute stakeholders, i.e., political and thematic forums, political and civil society, development partners, and other stakeholders
- Network and collaborate with the like-minded national and international organizations
- Assist the Chair, General Secretary, other officials and members of the EC in carrying out their responsibilities
- Oversee assurance operational and financial management compliance by the Institute
- Oversee annual updating of the Institute's Policies and Procedures
- Sign agreements, contracts, MOUs or other legal documents as delegated by the EC or EC Chair and General Secretary
- Approve payments within the delegated authority provided by the EC
- Any other tasks assigned by the Chair, General Secretary and other members of the EC.

**APPLICATION:**

The application deadline is COB 15<sup>th</sup> January 2020. Applications should be submitted electronically to the Human Resource Department at contact @ nttpinstitute.org.np. The application package should include a cover letter and 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 application from traditionally excluded communities including women.*