

Council for Technical Education and Vocational Training

## **School of Health Science**

Bharatpur-10, Chitwan, Nepal

### **Human Resource Development Unit**

#### **Job Description**

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**Position:** Vice- principle

**Level:** Officer

**Department:** Academic

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**Position Purpose:**

The vice-principle Manages Academic division General medicine department , Health lab department, Pharmacy department & Ophthalmic science by preparing annual plan for all department supervises regular activities and also designs, plans, develops, future plan and evaluates the staff according to standards prescribed .

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**Reports to:**

- The Principal for day to day activities.
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**Major Duties and Responsibilities:**

**1. Planning**

- Assists in preparing Strategic Plan and Yearly Plan of Operations.
- Manage HRD plan of the staff and submits to the principal.
- Manage plan for Industrial linkages, exposures of the trainees.
- Manage yearly procurement plan of the departments.

**2. Monitoring and Supervision**

- Supervises all departments staff
  - Supervise teaching/ learning activities of the student's in-house as well as linked industries.
  - Keeps registration, attendance, grades and attitude records of all staff.
  - Keeps observation of performance and quality of products.
  - Reports any damages or possible damages of infrastructure and other materials to the principle.
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**3. Coordination**

- Coordinates with internal and external bodies.
- Works in collaboration with the supervisor other staff with team spirit.

**4. Research and Development**

- Participates in meetings, conferences, seminars, training and workshops.

**5. Training/ Design and Development**

- Conducts Training Needs Analysis of all academic staff.
- Develops customized courses and training packages.
- Develops instructional materials.

**7. Public Contact and Marketing**

- Assists the supervisor in organizing School's promotion activities.
- Performs other duties and responsibilities assigned by the immediate supervisor.

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**Delegation of Authority:**

- Managerial Authority of the school.

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**Physical Demands:**

- Must be physically and emotionally fit to work.

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**Qualifications:**

- As per CTEVT BY-LAW.
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The chief of the Institute, at any time, may change the contents of this job description.

Signed in acknowledgement of this job description on the 7<sup>th</sup> day of Oct . 2015.

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Rabindra Acharya  
Vice- principle

Achyut Raj Dahal  
Principal

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