

Council for Technical Education and Vocational Training

School of Health Science

Bharatpur-10, Chitwan, Nepal

Human Resource Development Unit

Job Description

Position: HoD
Level: Officer Level, 3rd Class, Technical
Department:

Position Purpose:

The Trade Head Manages the respective trade by preparing annual plan of related trade, prepares class schedules, assigns classes to Instructors/ Asst. Instructors, supervises regular activities and also designs, plans, develops, delivers and evaluates sessions/programs/courses according to standards prescribed in the courses to the satisfaction of students.

Reports to:

- The Vice-Principal for day to day activities.
 - The Principal of the school for Technical and administrative matters related to programs.
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Major Duties and Responsibilities:

1. Planning

- Prepares weekly class schedule, session plans.
- Assists in preparing Strategic Plan and Yearly Plan of Operations.
- Prepares HRD plan of the faculties and submits to the Vice- principal.
- Prepares plan for Industrial linkages, exposures of the trainees.
- Prepares yearly procurement plan for teaching materials and submits to the procurement section.

2. Monitoring and Supervision

- Supervises faculties
 - Supervise teaching/ learning activities of the students in-house as well as linked industries.
 - Keeps registration, attendance, grades and attitude records of trainees.
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- Controls supplies and materials before, during and after training.
- Keeps observation of performance and quality of products.
- Reports any damages or possible damages to infrastructure and equipment to the supervisor immediately upon notice.

3. Coordination

- Coordinates with internal and external bodies to conduct the training event assigned.
- Works in collaboration with the supervisor, other trainers and staff with team spirit.
- Submits the training report after completion of the training.

4. Training Delivery and Evaluation

- Assesses learners' knowledge, skills and experience prior to training.
- Prepares training materials, lesson plan prior to delivery.
- Delivers training sessions following standards.
- Performs documentation of training.
- Conduct Internal/External evaluation of students.
- Conducts OJT follow-up as planned.

5. Research and Development

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

6. Training/ Design and Development

- Conducts training needs analysis with customers and participants.
- Designs new products and services being responsive to the market.
- Develops customized courses and training packages.
- Develops instructional materials.

7. Public Contact and Marketing

- Assists the supervisor in organizing School's promotion activities.
 - Serves as a representative of the Institute displaying courtesy, tact, consideration and discretion.
 - Performs other duties and responsibilities assigned by the immediate supervisor/s.
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Delegation of Authority:

- Functional Authority of the department.

Physical Demands:

- Must be physically and emotionally fit to work.

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 7th day of July 2015

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Mr.....

Trade Head

Principal
