

Council for Technical Education and Vocational Training

School of Health Science

Bharatpur-10, Chitwan, Nepal

Human Resource Development Unit

Job Description

Position: Vice Principle

Level: Officer

Department: Administration & Exam

Position Purpose:

The vice-principle Manages Administrative division that include administration section, account section, store, exam, library, hostel and placement and counseling division by preparing annual plan for all division, assigns work give TOR to all staff of related division supervises regular activities and also designs, plans, develops, future plan and evaluates the staff according to standards prescribed.

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, maintenance, Auction plan of materials and submits to the principle.

2. Monitoring and Supervision

- Supervises all administrative 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.
 - Promote efficient use of supplies and materials.
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- Sustain effort for betterment of performance and quality of products.
- Reports any damages or possible damages of infrastructure and other materials to the principle.
- Perform performance appraisal of all staff.

3. Coordination

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

4. Training Delivery Exam and Evaluation

- Work as a chief of the examination section.
- Prepares evaluation tool of the student.
- 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 of all administrative 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.

Delegation of Authority:

- Managerial Authority of the school.

Physical Demands:

SOHS JD Vice Principal

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- 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 Oct . 2015.

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Raman Kumar Mehta
Vice- principle

Achyut Raj Dahal
Principal
