



Chitlang, Thaha Municipality Ward 9, Bagmati Province, Nepal

Call for Application for Sr. Administrative Management Officer – General Administration Position

Date of publication: Asar 11, 2082 (June 25, 2025)

Madan Bhandari University of Science and Technology (MBUST) was established through the promulgation of the Madan Bhandari University of Science and Technology Act, 2079 (2022 AD) on August 3, 2022. This Act grants extensive autonomy to the University creating an enabling environment for developing MBUST into a world-class research-oriented university. MBUST holds the promise of making a direct contribution to the economic development of the country through the creation of new knowledge and technology, which should enhance the competitiveness of the country's economy. The MBUST vision is to be a world-class university and the mission is to build prosperous and just Nepal. MBUST is committed to provide world-class education by attracting talented and committed students and academic staff, and providing a conducive environment for research and development activities focused at solving real-life problems of the industry using the state-of-the-art knowledge and technology.

This call is for one position of **Senior Administrative Management Officer – General Administration** with qualifications to take the overall responsibility for the procurement, inventory management and other tasks related to general administration. The person recruited for this position is also expected to contribute to academic administration, financial management, planning and monitoring and other activities. The University is a small organization; therefore, the employee will have to be able to execute multiple functions.

This call is open to Nepali citizens only. Female candidates as well as candidates from disadvantages communities are encouraged to apply.

The last date for submission of applications is Shrawan 15, 2082 (July 31, 2025). Applications are to be submitted to the email: info.sc@mbust.edu.np. More information about the University is also available at the website www.mburst.edu.np. For inquiries individuals interested to apply may call 9851223352 or send email to info.sc@mbust.edu.np.

Scope of Work

- To plan general administration related activities, execute them and monitor them.
- Handling procurement of goods, works and services.
 - Prepare and update periodically the University procurement plan, oversee and assist in the procurement activities.

- Prepare bid documents/expression of interests (EOI)/request for proposals (RFP), issue bid invitation/EOI/RFP for the procurement of goods, works, and consulting services.
- Coordinate pre-qualification, short-listing, evaluation of bids/proposals.
- Managing the e-bidding process.
- Prepare contract documents
- Monitor procurement activities.
- To be responsible for inventory management.
- To provide cross-support to personnel, academic and financial management, and planning and monitoring.
- Scientifically manage office documentation so that they are secured and easily retrievable.
- To supervise and mentor administrative staff.
- Others as instructed.

Qualifications

Academic Qualifications: At least bachelor's degree in the related field.

Experience:

- At least 6 years of experience in Administrative Management as administrative management officer or equivalent level or higher.
- Evidence of the experience of independent handling of job-related responsibilities related to procurement and other general administration tasks.
- Experience of diverse areas of administrative management such as inventory, personnel, academic, planning etc., preferred.
- Evidence of experience of financial management ability.
- One-year experience of financial management as financial management staff or administrative management staff with engagement in financial management, preferred

Skills and Track Record

- Excellent Computer skills.
- Excellent track record of on-the-job performance - integrity, competence and commitment – based on references.
- Ability to conduct administrative analysis to support decision-making, provide insights into administrative performance, and make recommendations for improvements.
- Ability to advise the senior management on administrative strategies, provide recommendations, and contribute to the overall strategic direction of the organization.
- Ability to assure compliance with applicable legal framework.
- Ability to manage the organization's budget, cash flow ensuring that financial resources are used effectively, preferred.

- Experience in higher education institutions, preferred

Leadership: Excellent leadership skills.

Testament of referees: Names and contact information of three referees, who have directly supervised the applicant and would be willing to be approached by the University.

Documents to be submitted: The applications are to be submitted to the **email: info.sc@mbust.edu.np**. The following documents are to be submitted with the application:

- An application letter¹ of 500 to 600 words in English in own words². The application letter should describe what is the motivation for applying to the position and how he/she would be able to contribute to the mission and vision of the University.
- An essay in Nepali in own words of 500 to 600 words on a neutral topic like describing his/her birth place.
- Competency Checklist (Attachment 1)
- Experience profile (Attachment 2)
- CV. There is no standard format for the CV. The information to be included in the CV is listed below.

Information to be Included in CV

- Name, date of birth, residential address, country of citizenship, gender, email, contact telephones.
 - Academic qualification with degree, specialization, year of degree award and degree awarding institution.
 - Job experience
 - Philanthropic activities with evidence, preferably, with third party recognition.
 - Service to society with evidence, preferably, with third party recognition.
 - Major achievements with evidence, preferably, with third party recognition.
 - Leadership responsibilities with description of role, duration, institution and impact.
 - Information specific to various categories of leadership skills
- f. Bank deposit voucher of Rs.1,000. The deposit should be made to the following account online or at the bank.

MADAN BHANDARI UNIVERSITY OF SCIENCE AND TECHNOLOGY
A/C No. 01800106701870000001
Nepal Bank Limited
Gabahal, Lalitpur Branch, Lalitpur

¹ All documents composed by the applicant should be in Microsoft Word, Excel, Power Point or other software formats.

² All written materials submitted by the applicant should be in own words of the applicant. If any of the written material submitted are determined by the Selection Committee to be not written by the applicant the applicant will be disqualified.

The deposit also may be made using the following QR Code:



**MADAN BHANDARI UNIVERSITY OF SCIENCE AND
TECHNOLOGY**

Bagmati Province, Lalitpur
0101FFYVMWF Terminal1

Store1

We Accept



Integrating NepalQR

For Support
Email: payment@nepalbank.com.np Contact: 015971222
Branch Name: Lalitpur Branch

g. Referees³

No.	Name ⁴	Affiliated Institution ⁵	Designation ⁶	Email	Mobile	Describe family or business relationship, if any

³ Please include only those referees who has given consent for discussion about the candidate's abilities with the person designated by the University.

⁴ Should be the immediate supervisor of the candidate like class teacher and the person the candidate reports to on the job.

⁵ The institution where the candidate was supervised by the referee.

⁶ Designation while supervising the candidate.

1						
2						
3						

h. Other documents

Evaluation of Applicants The evaluation will be based on shortlisting, written examination and interview.

Candidates who meet the prescribed requirements for the position will be shortlisted. The shortlisted candidates will be notified by email and the shortlist will be made public via the University website. All the shortlisted candidates will be eligible for written examination. The syllabus for written the examinations is in Attachment 3.

From among the candidates scoring pass mark in written examinations, 3 to 5 candidates may be recommended on the merit basis for the interview.

For more information in this regard, please contact the office on mobile number 9851223352.

Competency Check List

Please fill in the table below to indicate the competencies you have.

Please enter Y if you are able to independently execute the task in the competency column and N, if not.

Area	Competencies (the tasks the applicant is able to perform)	Competency (the ability to execute the task) Y/N
Procurement		
Inventory		
Personnel administration		
Financial management		
Academic management		
Planning		
Computer skills		

Experience Profile

Experience in paid job and voluntary work is to be listed.

Fill the table below. Start from the most recent job/work.

No.	Start date, AD/BS ⁷	End date AD/BS	Employer	Location of institution	Designation	Part time/Full time
	Paid jobs ⁸					
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
	Voluntary jobs					
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

For each of the above listed jobs and work please fill the table below.

	Tasks executed			
	For paid jobs			
1	a.	b.	c.	d.

⁷ Format for date month/day and year. Example, 010625 for January 6, 2025.

⁸ Certification from the employer needs to be provided.

	Tasks executed			
	For paid jobs			
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
2	a. x	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
3	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
4	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
5	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
6	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
7	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
8	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
9	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
10	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.

	For voluntary work			
1	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
2	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
3	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
4	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
5	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
6	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
7	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
8	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
9	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
10	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.

Syllabus for
Senior Administrative Management Officer – General Administration

Competencies

Area	Competencies, the candidate is able	Marks
Procurement	<ul style="list-style-type: none"> • To select procurement method • To prepare procurement plan • To prepare estimated cost for direct procurement of goods • To prepare procurement notices for various types of procurement – goods, services and works and various procurement methods • To prepare bid evaluation reports for various types of procurement – goods, services and works and various procurement methods • To use PPMO portal for procurement • To prepare memos for approval of procurement activities • To process a request contract extension from contractors 	40
Inventory	<ul style="list-style-type: none"> • To prepare inventory of goods • To prepare goods inventory inspection report • To differentiate consumable items from non-consumables • To raise of memos for writing off lost goods • To issue goods to staff • To annually update the asset value 	10
Personal administration	<ul style="list-style-type: none"> • To distinguish confidential and non-confidential documents in the personnel file • To initiate a memo for hiring of faculty members • To initiate a memo for a market rate adjustment by a newly appointed faculty member • To calculate remuneration for a particular month for a staff 	5
Financial management	<ul style="list-style-type: none"> • To post expenditures to the appropriate budget head • To review the need for budget transfer (virement) • To initiate a memo for virement 	5
Academic management	<ul style="list-style-type: none"> • To review the progress of a student based on the personal file • To review the attendance of delinquent students and propose necessary actions 	5
Planning	<ul style="list-style-type: none"> • To prepare budget request for a new fiscal year • To monitor the execution of the budget 	5

Computer skills	<ul style="list-style-type: none"> • To prepare a power point presentation • To apply excel for solving various problems • To use the editing tools in Microsoft Word • To use Microsoft database for maintaining inventory • To design a table in Word or Excel to best represent the data in a case study • To download and upload files • To use internet for finding required information 	15
Writing skills	<ul style="list-style-type: none"> • To clearly and concisely express own idea in Nepali and English 	10
Comprehension skills	<ul style="list-style-type: none"> • To understand English and Nepali texts 	5