

**Madan Bhandari University of Science and Technology**  
**Call for Applications for Vice President Administration and Finance**  
**Notice Publication Date: Ashwin 1, 2080 (September 18, 2023)**

Madan Bhandari University of Science and Technology (MBUST) envisioned as a world-class university was established on August 3, 2022. The mission of the University is building prosperous and just Nepal. The University aims to achieve this mission by creating new knowledge and technology to equip Nepal's industry with competitive technology and by promoting values that help to building an equitable society.

The Act of the MBUST, which provides extensive autonomy to the University, constitutes a solid foundation for developing a world-class university. On the foundation of this Act the MBUST has been able to build a distinct institutional identity. It is free from corruption, nepotism and favoritism based on political preferences, gender, religion, ethnicity etc. It provides an excellent opportunity for those who would like to build their academic career by helping Nepal to prosper. Nepalese of all walk of life, non-resident Nepalese and non-Nepalese who love Nepal have been pinning their hope on the MBUST to build prosperous Nepal. We are highly encouraged by this overwhelming support and committed leave no stone unturned for meeting our vision and mission. The University is planning to enroll the first students in December 2023.

The Board of Trustees (BOT) is the supreme body of the University and the President is the executive head of the University. The BOT has appointed the President through and international search on August 20, 2023. This Recommendation Committee has been formed by the BOT for the appointment of the Vice Presidents. The Recommendation Committee notifies and requests for applications from able, experienced, qualified and willing individuals to the post of the Vice President Administration and Finance and solicits them to make valued contribution by joining the senior leadership team of the University established with the high aim of creating a World-Class university in Nepal. This call is open to non-Nepali citizens also and females are encouraged to apply. The applications are requested to be submitted to the office of the University located at Chitlang, Thaha Municipality Ward 9, Bagmati Pradesh, Nepal by 5 PM on Kartik 1, 2080 (October 18, 2023) or sent via email to [info@mbust.edu.np](mailto:info@mbust.edu.np). For more information in this regard, please visit the website: <https://www.mbust.edu.np> or contact the office on mobile number 9840088016 or 9849848053.

An application for the Vice President should be submitted as prescribed in Annex 1. CV of the applicant should preferably include the information as prescribed in Annex 2. The general terms and conditions of the post of the Vice President Administration and Finance of the University is as per Annex 3.

Building the MBUST is an exciting opportunity with no parallels. Those who have big dreams and those who are not able to find a platform for realizing their dreams are requested to join the MBUST team.

Prof. Rajendra Dhoj Joshi, Convener, Recommendation Committee



## **Annex 1**

### **Documents to be Submitted**

The application for the Vice President of Administration and Finance of Madan Bhandari University of Science and Technology should include the following documents:

1. A duly signed application addressed to the Convener of the Recommendation Committee.
2. A CV following the suggested guidelines.
3. A description of 900 to 1000 words articulating the contribution the applicant expects to make for development of the University.
4. An evidence confirming the eligibility of the applicant for the position he/she has applied for.

## **Annex 2**

### **Information to be Included in CV**

1. Name, date of birth, residential address, country of citizenship, gender, email, contact telephone.
2. Academic qualification with degree, specialization, year of degree award and degree awarding institution.
3. Job experience
4. Publications
5. Philanthropic activities with evidence, preferably with third party recognition.
6. Service to society with evidence, preferably with third party recognition.
7. Major achievements with evidence, preferably with third party recognition.
8. Leadership responsibilities with description of role, duration, institution and impact.
9. Information specific to various categories of leadership
10. A letter of commitment to maintain impeccable honesty and integrity, and refraining from making any judgement influenced by partisan politics.

## Terms and Conditions of the Post of Vice President Administration and Finance

**1. Qualifications of the Vice President:** (1) Qualifications of the Vice President Administration and Finance shall be as follows:

- (a) At least Master's degree in relevant subjects.
- (b) At least 15 years of relevant experience.
- (c) Experience in executive positions of at least five years.
- (d) Experience of work in public institutions of at least five years.
- (e) Experience of working with various levels of the Government, development partners, businesses and communities will be preferred.
- (f) Experience of working with students preferred.
- (g) Publications in relevant areas.
- (h) Impeccable integrity and honesty.
- (i) High level of commitment to the developmental cause.
- (j) Excellent leadership and interpersonal skills.
- (k) Proven analytical, writing and oratorical skills. Proficiency in Nepali language is required.
- (l) Life time achievements recognized by the society.
- (m) Good understanding of developmental issues and challenges for developing a world-class university.
- (n) Experience of administrative and financial management, and fund raising shall be an advantage.

**2. Tasks, Duties and Responsibilities of the Vice President:** (1) The tasks, duties and responsibilities of the Vice-President Administration and Finance shall be as follows:

- (a) To supervise personnel management related matters such as standards, recruitment, evaluation, career development and promotion, remuneration and benefits.
- (b) To supervise preparation and execution of long-term financial strategies.
- (c) To supervise planning related matters such as preparation and execution of annual plan and budget, monitoring and reporting, auditing and ensuring accountable use of funds.
- (d) To supervise facility management related matters such as annual, medium and long-term planning and implementation, and IT infrastructure, data management, repair and maintenance and management of assets.
- (e) To supervise planning and procurement execution.
- (f) To raise funds and supervise activities related to fundraising such as projection of resource needs, fund raising plan and its execution, utilization/investment of funds.

- (g) To maintain good public relations and supervise activities related to public relations such as dissemination of information, stakeholder consultations, forging partnerships, enhancing responsiveness to partners' interests.
- (h) To contribute to the planning, policy making, operation and development of the university as a member of in the senior management team of the university.
- (i) To assist the President and provide cross-support to the Vice President Academic and Research.
- (j) To execute other tasks assigned by the President.

**3. Remuneration and facilities:** (1) The salary of Vice President Administration and Finance and other benefits shall be as prescribed in the university financial rules.

(2) The remuneration and benefits of the Vice President Administration and Finance for the second year of the tenure shall be reviewed.

**4. Vacation and Leave:** (1) The Vice President may, from time to time, as approved by the President of the University, take a leave with full pay for up to 8 months during the tenure at the rate of two months a year.

(2) The Vice President shall receive payments for the unused vacation leave of up to 6 months at the end of the tenure.

(3) If the Vice President leaves the office or is terminated before the end of the tenure he/she shall also receive payments for the unused leave of up to 6 months earned before the termination.

**5. Termination of the Tenure of Vice President:** The post of the Vice President shall be terminated in the following cases:

- (a) If the resignation submitted by him/her to the Chairperson through the President is accepted, or
- (b) On the expiry of his/her tenure, or
- (c) If officially proved to be insane or mentally unsound, or
- (d) In case of death, or
- (e) If there is a conflict of interests that cannot be managed.
- (f) If he/she acts against the interest of the University.
- (g) If found guilty by a court of law for moral turpitude or other criminal charges.

**Remuneration and facilities of the Vice President (Excepts from Financial Rules)**

(1) The Vice President shall receive a monthly salary of Rs.82,915 and a dearness allowance of Rs.2,000. In addition, the Vice President shall receive benefits as per the provisions of the Social Security Fund (SSF).

(2) The Vice President will be provided with an office vehicle and a driver and the University will bear the expenditures related to fuel and maintenance. If the Vice President choses to use his/her own vehicle and driver reimbursements as specified in the Financial Rules shall be made in lieu of the use of his/her vehicle, and expenditures incurred for the driver, vehicle maintenance, and fuel based on the log book.