

**Madan Bhandari University of Science and Technology**  
**Call for Applications for Director of the Institute of Applied Sciences**  
**Notice Publication Date: August 9, 2024**

Madan Bhandari University of Science and Technology (MBUST) invites applications for the position of the Director of the Institute of Applied Sciences. This call is open to non-Nepali citizens also. Qualified females and disadvantaged individuals are encouraged to apply. The applications are to be submitted to the office of the University located at Chitlang, Thaha Municipality - 9, Bagmati Province, Nepal by 5 PM on September 13, 2024 or sent via email to [info@mbust.edu.np](mailto:info@mbust.edu.np).

MBUST is the first research-oriented university in Nepal established upon the promulgation of the MBUST Act, 2079 (2022 AD). The mission of the University is ***to build prosperous and just Nepal***. To attain this mission the University has chosen ***the vision "to be a world-class university"***. The University aims to achieve the mission by creating new knowledge and technology to equip Nepal's industry with competitive technology and by promoting values that help building an equitable society.



The Act of the University, which provides extensive autonomy to the University, constitutes a solid foundation for attaining the mission of the University. MBUST, within a short span of its operation, 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 career and excel in research and education in the areas that are relevant for Nepal. Nepalese of all walk of life, non-resident

Nepalese and non-Nepalese who love Nepal have been pinning their hope on the MBUST to develop knowledge and education to contribute to building prosperous and just Nepal. We are highly encouraged by this overwhelming support and committed to leave no stone unturned for meeting our vision and mission.

To contribute to the economic development of the country the University has adopted the strategy of aligning its teaching and research with real-life problems of the industry. This strategy apart from contributing to the economic development should also help the University to produce "job creators rather than job seekers".

To maximize the impact of the University research, development and innovation (RDI) activities on the economy it has adopted the strategy of concentrating its RDI activities on selected areas of economy with the significant potential for contributing to the economic development. Consistent with this strategy MBUST has selected the following areas for its engagement to begin with: Organic Agriculture, Forest Biomaterials, Digital Technology, Sustainable and Resilient Infrastructure and Water Resources and Energy.

In December 2023, the University enrolled students in Master of Applied Sciences and PhD programs in Organic Agriculture and PhD in Forest Biomaterials Science and Engineering program. In May 2024, students were enrolled in Master of Applied Sciences in Artificial Intelligence and Data Science. It plans to enroll students in Master of Applied Science in Sustainable and Resilient Infrastructure program with specialization in tourism.

All programs being offered and planned fall under the Institute of Applied Sciences (IAS). The Director of IAS is to provide leadership in teaching, research and managerial activities. The Director, as a member of the senior management Team, will have the opportunity to contribute to shaping of the University. Joining MBUST would be capitalizing on a key opportunity to make a difference for Nepal.

Long-term commitments are required from those who are eager to contribute to steer MBUST towards the vision of a world-class university. Therefore, the candidates for the position should commit to stay at MBUST for a long-term in managerial or faculty member positions.

All University Rules are available at the university website <https://www.mbust.edu.np>. Interested individuals are advised to study carefully all these Rules, especially the Rules Relating to Conflict of Interest, 2080. In the interest of maintaining the highest level of integrity of the staff and the accountability of the University all staff should abide by these Rules. Considering the serious damages inflicted upon higher education institutions in Nepal by the partisan politics, interested applicants should commit refraining from engaging in partisan politics.

For more information in this regard, please visit the website and/or contact the office on mobile number 9840088016 or 9849848053.

An application for the position of the Director should be submitted as prescribed in Annex 1. CV of the applicant should include the information as prescribed in Annex 2. The general terms and conditions of the post of the Director of the University is in Annex 3.

Prof. Rajendra Dhoj Joshi, President  
Convener, Recommendation Committee

## **Annex 1**

### **Documents to be Submitted**

The application for the Director 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. 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 of Employment for the Director**

1. The Director of an Institute of the University shall be a person who has obtained academic distinction and administrative experience. The Director shall be an Executive working full time.
2. Qualifications of Director:
  - a. At least PhD degree in relevant subjects.
  - b. At least 10 years of relevant experience.
  - c. Experience in executive positions of at least one year.
  - d. Experience of the head of a budgetary unit of at least one year.
  - e. Experience of work in public institutions, preferably academic, of at least three years.
  - f. Experience of working with various levels of the Government, development partners, businesses and communities will be preferred.
  - g. Experience of supervising student research, preferably PhD.
  - h. Actively engaged in research and publications. 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.
  - l. Life time achievements recognized by the society.
  - m. Good understanding of developmental issues and challenges for developing a world-class university.
3. The tenure of the Director shall be four years. He/she can be appointed for another term.
4. Duties and Responsibilities of the Director: (1) The duties and responsibilities of the Director shall be as follows:
  1. To provide technical, academic and management leadership as the chief executive of the Institute.
  2. To be responsible for teaching programs of the University.
  3. To be responsible for promotion of research related to the mandate of the Institute.
  4. To mobilize resources for the Institute, including for scholarships, tuition fee waivers and research
  5. To strengthen collaboration with the industry and public and private agencies – government and non-government.

6. To strengthen collaboration with national and international universities.
7. To prepare annual plan and projects of academic and research according to the long-term plan of the University, and submit it to the Vice President Academic and Research.
8. Develop policies and procedures for research, promote and guide research activities in the University ensuring that research activities are in line with the objectives of the University.
9. To ensure that the Institute meets the required standards of accreditation and quality assurance. To perform the standardization of knowledge, quality improvement and other activities of the Institute.
10. To manage student admissions, scholarships and other financial support.
11. Providing academic advice to students, assistance in student activities, access to necessary resources.
12. To evaluate staff on a periodic basis and provide feedback for improvement.
13. To conduct short-term programs, seminars and workshops.
14. To update the existing curriculum according to the existing global trend and implement it as approved.
15. To conduct examination and manage all examination related activities maintaining the academic and educational quality of the examinations.
16. To establish and manage laboratories, libraries, museums and equipment needed for teaching training and research, perform physical work, higher learning and research and asset management.
17. To assist the Vice-President, Academic and Research in academic and administrative.
18. To execute other functions as assigned by the Vice-President Academic and Research and President.

### **Remuneration**

The remuneration shall be provided as stipulated in the Financial Management Rules, 2080 and Rules Pertaining to Terms of Employment of Director, 2080.