

Nepal Policy Institute

Job description

Executive Director

Nepal Policy Institute (NPI) <https://nepalpolicyinstitute.org/> is an international think-tank and a knowledge-platform dedicated to the people-centred and sustainable development of Nepal and Nepali people, including Nepali diaspora.

NPI is a forum of Nepal origin public policy scholars, researchers, practitioners, experts and consultants across the globe, in collaboration and partnership with people and institutions anywhere and everywhere working in the interest of Nepal and Nepali people, including diaspora Nepali. This is a borderless organization working and connecting people in the cloud, land and space in between. We are registered as a not-for-profit, non-party political, non-religious and non-governmental Stichting (foundation) in The Hague, The Netherlands.

Our **mission** is to provide and promote the knowledge and public discourse about public policy for prosperity, peace and sustainable development of Nepal and Nepali people anywhere and everywhere.

NPI is an early start-up and establishment phase, with this position of **Executive Director** being the first to be appointed so that she/he can build the team and the organization forward.

Job title: Executive Director	Unit/Department:
Reports to: Board of NPI	Location: Preferably Kathmandu
Reportees: <ol style="list-style-type: none"> 1. Engagement Manager (to be recruited) 2. Interns (to be recruited) 3. Volunteers 	Grades: E1

Purpose of role

The Executive Director is the chief executive and management head of the organization with the overall role and responsibility of leading and managing the staff team and the organization and support the Board in its roles and functions to together achieve the mission, strategies and plans of NPI.

Main Functional Responsibilities

- Leadership and Management:
1. Lead, manage, inspire, nurture and care the staff team of NPI towards realizing and contributing to their maximum potential.
 2. Develop, implement, monitor, report and continual adapt/improve NPIs strategies, policies, and plans within the framework of the overarching statute, values, vision, mission, strategies and policies approved by the Board.
- Governance:
4. Support and serve the Board to maximize their contribution for the governance, growth, and impact of NPI.
 5. Ensure statutory compliance, ethical integrity, risks management and staff-volunteer security of NPI.
 6. Support and serve other governance structures such as, Advisory Board, Members and other governance people and structure.
- Programmes:
7. Develop impactful priority programme strategy, approach, tools, projects and products in service of NPI's diverse constituencies.

8. Continually scan and scope external environment, including transactional/relational contexts, and update NPI's understanding of the scenario(s) it is responding to deliver its mission.
9. Develop and keep synergistic and impactful collaborative, partnership and network relationship with key institutions and individuals.
10. Be the lead spokesperson for NPI and engage Board members, Advisory Group members and others, as necessary, towards advocating and promoting NPI and NPI's work for impact.
11. Ensure monitoring, evaluation, accountability, learning and reporting of NPI's work, outcomes and impact.

Fundraising:

12. Lead fundraising function and raise adequate quality and diversity of funds for NPIs work and the organisation.
13. Continuous engagement with and accountability to the donor institutions.

Person Specification: Qualifications and competencies

Qualifications and competencies:

- a. Higher education in development or management or social science related subject
- b. Over 2-3 years of experience in teaching, research or public policy practice related to the development
- c. Understanding and experience of national, regional and global issue, institutions and politics

Competencies:

- a. Strategic and adaptive leadership and management
- b. Abilities to work in/with multi-cultural team and context
- c. Research, analysis and writing
- d. Excellent written, verbal and digital communication and presentation in both Nepali and English
- e. High level networking, representation and relationship building
- f. Innovative, resilient and ambitious to build new and different organization
- g. Savvy with digital communication and media technology