

Job Description

Executive Director - Nepal Policy Institute

Nepal Policy Institute (NPI) <https://nepalpolicyinstitute.org/> is a forum of Nepal origin public policy scholars, researchers, practitioners, experts, and consultants from across the globe in collaboration with people and institutions committed to enhancing the interests of Nepal and Nepalis everywhere. Its mission is to promote knowledge and public discourse about all public policies related to enhancing prosperity, peace, and sustainable development of the country. NPI is an independent international think-tank and a knowledge-platform; and prides itself in being a borderless organization working and connecting people in the cloud, land, and the space in between.

It is registered as a not-for-profit, non-party political, non-religious, and non-governmental *Stichting* (foundation) in The Hague, The Netherlands; and has a registered contact point in Kathmandu.

NPI is in an early start-up and establishment phase. This job description is for an individual to lead the Institute as an Executive Director and take it to new heights.

Job title: Executive Director	
Reports to: Chairperson of the NPI Board, with accountabilities to the Board itself	Location: Varies
Reportees: 1. Engagement Manager 2. Management Associate	Grades: E1

Purpose of role

The Executive Director has the overall role and responsibility of leading and managing the staff team and the organization to help achieve the mission, strategies, and plans of the Institute. S/he supports the Board in fulfilling its statutory, fiduciary, and other governance functions.

Main Functional Responsibilities

- Leadership and Management:**
1. Lead, manage, inspire, and mentor the staff team of NPI towards realizing and contributing to their maximum potential.
 2. Develop, implement, monitor, report, and continually adapt/improve NPI strategies, policies, and plans within the framework of the overarching statute of NPI, values, vision, mission, strategies, and policies approved by the Board.
- Governance:**
3. Support and serve the Board to maximize its contribution for enhancement of governance, growth, and impact of NPI.
 4. Ensure statutory compliance, ethical integrity, risk management, and staff-volunteer security of NPI.
 5. Support and serve other governance bodies as NPI may establish.
- Programs:**
6. Develop impactful priority program strategy, approach, tools, projects, and products in service of NPI's missions, goals, and its diverse constituencies.
 7. Continually scan and scope the external environment, including transactional/relational contexts, and update NPI's understanding of the scenario(s) it is responding to deliver its mission.
 8. Develop and keep synergistic and impactful collaborative partnership and network relationships with key institutions and individuals in relevant peer organizations, donors, governmental organizations, and partner organizations both in Nepal and around the world.
 9. Be the lead spokesperson for NPI and engage Board members, Advisory Group members, and others, as necessary, towards advocating and promoting NPI and its work for impact.
 10. Ensure monitoring, evaluation, accountability, learning, and reporting of NPI's work, outcomes, and impact.

Fundraising:

11. Lead fundraising activities and raise adequate quality and diversity of funds for NPI work and for the organization.
12. Ensure continuous engagement with, and accountability to, relevant donor institutions.

Person Specification: Qualifications and competencies

Qualifications and competencies:

- a. Higher education in development or management or communication related subject
- b. Over 2-3 years of experience in teaching, research, or public policy practice related to development
- c. Understanding and experience of national, regional, and global issues, 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 a new and ambitious organization
- g. Savvy with digital communication and media technology

Interested? Ready to be challenged professionally?

For initial consideration, please send your CV and a one-page cover letter detailing why you consider yourself to be the most qualified for the post, to email: info@nepalpolicyinstitute.org

Deadline: May 25, 2022