**Position:** Administrative Officer

**Starting date:** As soon as possible

Open; until filled

**The Institute of Crisis Management Studies**

The Institute of Crisis Management Studies is a newly established center for academia focusing on management of crises, those occurring both as a result of human activity and natural causes. It offers a unique, multidisciplinary Master of Arts in Crisis Management, providing the very best national and international scholars, practitioners and experts currently engaged in the diverse areas pertaining to crisis. The ICMS also offers trainings, simulation exercises and field visits, not only as part of the curriculum but as practical exercises for a range of different governmental and non-governmental organizations and initiatives.

The specialized nature of the ICMS extends to its purpose-built grounds, computer facilities, and online learning experiences to inspire students to forward themselves and the subject. Our dedication to producing crisis managers means a commitment to undertaking and facilitating the very newest research in the subject and providing a forum for policy dialogues and symposiums into current issues relating to crisis. To these ends the scholarly and practical activities currently being undertaken stand both in the service of the nation and the international community. For further information, please refer to our website: [www.tuicms.edu.np](http://www.tuicms.edu.np)

**Purpose of the job:**

The Administrative Officer is a key member of the College's Academic Administration team. He/she will be acting as a Secretary to the Principal, President and to the Academic Research Director and to liaison between the faculty, students and the administration department.

**Responsibilities:**

- To draft papers and briefing notes for group meetings as required; to carry out actions arising from meetings and draft correspondence as appropriate.
• To liaise with the students and Professor Lecturers to ensure the prompt flow of weekly schedule.
• To issue invitations to visiting speakers; to make arrangements for accommodation as appropriate; to respond to queries; to act as a point of contact during visits.
• To maintain accurate records of seminar series and invited speakers.
• To provide administrative and organisational support for College events (or events run by College members) as requested, including liaising with other relevant parts of the College as appropriate.
• To provide administrative or secretarial support for college.
• To act as a point of contact and advice for students and academic members of the College.

**Required Qualifications and Experience:**

The ICMS is seeking Nepali Nationals with a good command in reading and writing English who has completed an undergraduate degree in any field, preferably in management. A minimum of 3 years experience related to the statement of duties and responsibilities. Candidates familiar with Google Apps for Education and basic IT support (Microsoft word, excel etc.) are preferred.

**Remuneration:**

A monthly stipend (along with lunch at college) will be provided.

**Working Hours:** Sun-Friday (10 a.m. - 5 pm)

**How to Apply:**

Please apply by sending an email with attached cover letter and CV entitled Admin Officer - NAME to: chandrapandey@tuicms.edu.np