



VACANCY – EXECUTIVE MANAGER

IPPAN –Independent Power Producers' Association, Nepal (IPPAN) was established in the year 2001 with the intention of encouraging the private sector to work in the area of hydropower in Nepal. It is a non-profit, non-government autonomous organization.

IPPAN plans to hire an **Executive Manager (EM)** to manage its Office. The basic functions of the **EM** will be to provide technical, programmatic and administrative support and overall management of IPPAN's activities; coordinate IPPAN's activities among member organizations, government institutions, donors, etc; organize meetings and arrange program related workshops and seminars, etc.

IPPAN invites applications from qualified professionals to serve as **EM** under an initial two year contract, with possibility of review and further extension.

The applicant should be a graduate in Engineering field and/or MBA. S/He should have a minimum total five years experience in similar position. S/He should have good knowledge of working with Government, semi-government and local institutions. S/He should have good inter-personal skills, office management capability, working experience of handling accounts and general office administration. S/He should have excellent command over the English and Nepali languages and should have excellent computer skills including strong information management knowledge.

The compensation package for the **EM** is negotiable and will be commensurate with the qualifications of the successful candidate.

The **EM** should be a Nepalese National. Female candidates are encouraged to apply. The detailed TOR can be obtained through www.ippan.org.np.

Persons wishing to apply for the position of **EM** should submit or mail their application outlining their interest and suitability to the position along with latest CV, passport-size photo, academic and experience credentials reaching the IPPAN Office within 1700 hours on August 10th 2017 at the following address.

Independent Power Producers' Association, Nepal
Heritage Plaza II Kamaladi, PO Box 20010
Kathmandu, Nepal
Phone: 4169175, Email: info@ippan.org.np



The job description of the Executive Manager includes, but is not limited to, the following:

1. To organize and manage the activities of IPPAN office as per the rules and regulations set by IPPAN Executive Committee.
2. To keep all the members of IPPAN informed about the activities of IPPAN, programs and meeting schedules, etc.
3. To arrange and coordinate IPPAN meetings as Executive Manager, prepare minutes, circulate to members for comments and finalize the minutes.
4. To circulate to the concerned members, organizations and institutions the relevant decisions of the meetings; follow up on actions to be taken by the concerned party/ parties as per the decision of IPPAN.
5. To coordinate the activities of IPPAN with Government and other national and foreign institutions with a view to maintaining good professional and friendly relations for the development of IPPAN as a trustworthy organization that supports power development efforts of the country.
6. To prepare annual budget, arrange maintaining accounts of expenditure and income, arrange for annual audit, and registration renewals.
7. To arrange for seminars, coordinate the activities of resource persons and organize fund raising activities.
8. To publish regular newsletters, annual reports of activities, financial statements of income and expenditures.
9. To prepare annual program, coordinate the execution of annual activities of IPPAN, and maintain records and files, correspondence and activities.
10. To obtain relevant records, publications, and legal documents related to water resources developments, policies, guidelines including relevant acts, regulations, World Bank ADB and other donor agencies guidelines and periodicals to establish a library for reference by the members and individuals.
11. To manage the library and website of IPPAN.
12. To develop projects, project proposals and to participate in R&D Projects.
13. To handle registration of new members and membership dues.
14. To represent IPPAN for programs and activities under the guidance and instructions of EC where a general presence of IPPAN is warranted and act on behalf of IPPAN in appropriate situations.
15. To follow general rules and guidelines of national interest while discharging the duties and responsibilities.

Education and Experience:**General:**

The position required an experienced, cultured and knowledgeable individual who should be ready to accept a challenge and creative job of managing the activities of IPPAN and presenting its goals to the outer side world. S/He should have good knowledge of working with Government, semi-government and local institutions. S/He should have good interpersonal skills, office management capability, working experience of handling accounts and general office administration. S/He should have excellent command over the English and Nepali languages and should have excellent computer skills including strong information management knowledge.

Qualification & Experience

The applicant should be a graduate in Engineering field and/or MBA. S/He should have a minimum total five years experience in similar position. . S/He should have good knowledge of working with Government, semi-government and local institutions. S/He should have good inter-personal skills, office management capability, working experience of handling accounts and general office administration. S/He should have excellent command over the English and Nepali languages and should have excellent computer skills including strong information management knowledge.

Term of Contract:

The Executive Manager will be hired on contract for a period of 2 years, with an initial probationary period of six months.