**Animal Health Training and Consultancy Service (AHTCS)**

# JOB DESCRIPTION

**Job Title**: Executive Director

**Level**: AHTCS Level 11

**Responsible to**: Chairperson/Executive Committee, AHTCS

**Duty Station**: Pokhara based job with occasional travel to project sites/Kathmandu as and when required.

# Job Summary

The **Executive Director** drives the strategic and organizational development of AHTCS, in particular overall expansion of projects that fits to organizational objectives along with support to technical components of the project, research and volunteer placement. The protection of the organization’s financial assets while ensuring compliance with board directives and applicable grantor, district and national government requirements. Further, the position also provides leadership and overall management direction to ensure that research related to animal care and its cross-cutting issues is done with appropriate support systems with researchers and collaborators.

# Qualification and Experience

* Masters in Veterinary Science (M.V.Sc.) with a minimum 3 years managerial experience or Bachelor’s in Veterinary Science or Animal Husbandry (B.V.Sc. & A.H.) or Doctor in Veterinary Medicine (DVM) with a minimum of 5 years of experience
* Experience in project development, management and reporting.
* Registered veterinarian with Nepal Veterinary Council.

# Key Accountabilities:

The Executive Director will be responsible for carrying out the following functions:

## Leadership

* Participate with the executive committee in developing a vision and strategic plan to guide the organization
* Identify, assess and inform the committee of internal and external issues that affect the organization.
* Act as a professional advisor to the executive committee on all aspects of the organization’s activities
* Foster effective team work between the board and executive director and between the executive director and staff
* Conduct official correspondence on behalf of the organization
* Represent the organization at community activities to enhance the organization’s community profile.

## Operational planning and management

* Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
* Ensure that the operation of the organization meets the expectations of its partners, board and funders.
* Develop appropriate strategy, policy and procedure documents for board review and implement approved policies and procedures
* Develop and annually review program and budget
* Review current governance structure and develop procedures to guide interface with board
* Oversee the efficient and effective day-to-day operation of the organization.
* Ensure that personnel, partners, donor and volunteer files are securely stored and confidentiality is maintained.
* Provide support to the board by preparing meeting agenda and supporting materials.

## Program planning and management

* Oversee the planning, implementation and evaluation of the organization’s program and services
* Ensure that the programs and services offered by the organization contribute to the organization’s mission and reflect the priorities of the board.
* Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality.
* Oversee the planning, implementation, execution and evaluation of projects.
* Identify and track opportunities for consideration that fall within overall organizational strategy
* Lead the project development process and communicate to related funders.

## Research and development

* Identify the research priority and develop research outline and responsible, under the general guidance of the investigators, for undertaking the programme of work
* Prepare reports of appropriate research results for public presentation through seminars and conference. Contribute to writing papers summarizing research finding for publication.
* Develop, in collaboration with the investigators, new techniques as maybe necessary to achieve the objective of the research.
* Assist in the supervision of the student or staff projects as necessary.
* Monitor the use of intervention
* Make research initiatives and original contributions to the research programme.

## Resource Development

* Develop and propose strategies, action plans and approaches for mobilizing financial, human and technical resources to support AHTCS’s work
* In collaboration with the executive committee, identify donor agency, government and private funding to sustain AHTCS program activities
* Provide support in planning and execution of fund management activities
* Search requests for proposals, and assist in the formulation of new proposals within project teams

## Financial Planning and Management

* Work with finance staff and board to prepare a comprehensive budget.
* Research funding sources, oversee the development of fund-raising plans and write funding proposals to increase the fund of the organization.
* Approve expenditures and ensure that sound bookkeeping and accounting procedures are followed.
* Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
* Provide the board with comprehensive, regular reports on the revenues and expenditures of the organization.
* Ensure that organization complies with all legislation covering taxation and withholdings payments.
* Sign contracts, leases, and binding agreements on behalf of the organization.

## Human Resource Management

* Determine staffing requirement for organization management and program delivery.
* Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff.
* Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
* Ensure that sound recruitment interview and selection of staff procedures are followed
* Ensure that all staff receives an orientation to the organization and that appropriate training is provided.
* Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
* Coach and mentor staff as appropriate to improve performance.
* Discipline staff when necessary, using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures.

## Technical services

* Provide technical support to project cycle management
* Provide appropriate suggestion on technical matter
* Report to concerned authority on the related matter and develop critical technical report.

## Community relations/Advocacy

* Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community serviced by the organization.
* Establish good working relationship and collaborative arrangements with community groups, funders, politicians and other organizations to help achieve the goals of the organization.

## Risk Management

* Identify and evaluate the risks to the organization’s people (partners, staff, management, and volunteers), property, finance, goodwill and image and implement measures to control risks.
* Ensure that the organization carries appropriate and adequate insurance coverage and also ensure that staff understands the terms, condition and limitations of the insurance coverage.
* Review security risk management plan and use the standard operating protocols appropriately.

# Language skills

Since all the correspondence and reporting to funders are done in English, so applicant must be a good user of English. Ability to read, analyze, and interpret general periodicals, professional journals, financial reports and technical procedures in English.

# Other Skills and Competencies

* **Strategic Leadership and Vision:** Proven ability to develop and implement long-range strategies that advance the organization's mission and ensure consistent progress towards goals.
* **Stakeholder Engagement:** Experience in developing and maintaining strategic relationships with relevant stakeholders to promote effective coordination, collaboration, and dissemination of program learning. ​
* **Program Development and Management:** Demonstrated expertise in designing, implementing, and evaluating programs related to animal health, husbandry, and community development, ensuring alignment with organizational objectives and community needs. ​
* **Financial Acumen:** Experience in budgeting, financial planning, and resource allocation to ensure the organization's financial health and sustainability.​
* **Advocacy and Policy Contribution:** Ability to lead policy campaigns, engage in policy dialogue, and contribute to policy development in areas related to animal health and community development. ​
* **Research and Documentation:** Experience in conducting action and adaptive research, managing databases and information systems, and developing knowledge products to inform practice and policy. ​
* **Training and Capacity Building:** Proven ability to design and deliver training programs that enhance the skills and knowledge of staff and community members in areas such as animal health, disaster preparedness, and farm enterprise development.
* **Commitment to One Health Approach:** Understanding of and dedication to the One Health approach, emphasizing the interconnectedness of human, animal, and environmental health. ​
* **Cultural Competency:** Ability to work effectively in diverse cultural contexts, demonstrating respect and adaptability to different cultural norms and practices.

**Interested candidates, who meet the above-mentioned criteria, may submit an application along with recently updated CV, name of two references, recently taken passport sized photo, and cover letter with expected salary and benefits no later than 5pm April 13, 2025.**

**The Chairperson**

**AHTCS, P.O. Box 419, Kaski, Pokhara-13**

**Or at email: hr@ahtcs.org.np**