

Terms of Reference

Job Title: Program Officer, School of Information Technology, Model Institute of Technology (MIT)

Position Overview: We are seeking a dedicated and proactive Program Officer to support the Head of the School of Information Technology. The ideal candidate will be responsible for managing and coordinating various activities within the school, ensuring efficient operations, and contributing to the overall success of our academic initiatives.

Key Responsibilities:

Program Management: Assist in the planning, implementation, and evaluation of academic programs and initiatives within the School of Information Technology.

Administrative Support: Provide administrative support to the Head of the School and other leaders including scheduling meetings, preparing reports, and managing communications.

Student Support: Serve as a point of contact for students, addressing their inquiries and providing guidance on academic matters.

Event Coordination: Organize and coordinate events, workshops, and seminars to enhance the academic experience for students and faculty.

Data Management: Maintain accurate records of program activities, student progress, and other relevant data.

Collaboration: Work closely with faculty, staff, and external partners to ensure the smooth operation of programs and initiatives.

Problem-Solving: Identify and address issues that arise within the programs, developing effective solutions to ensure continuous improvement.

Qualifications:

Education: A bachelor's degree in Information Technology, Education, or a related field is preferred. Students of final year are encouraged to apply.

Skills: Strong organizational, communication, and interpersonal skills. Ability to learn quickly and adapt to changing environments.

Experience: Previous experience in program management, administration, or a related role is an asset but not required.

Attributes: A proactive and solution-oriented mindset, with a passion for supporting academic excellence and innovation.

Application Process: Interested candidates are invited to submit the followings:

- (1) Cover Letter

- (2) Completed Application Form
- (3) Updated Curriculum Vitae
- (4) A copy of citizenship
- (5) A copy of latest academic degree

Qualification

Preferably a bachelor degree but students in final year of bachelor degree can also apply.

Equal Opportunity Employer

Model Institute of Technology is an equal-opportunity employer and is committed to fostering an inclusive and diverse academic community. We welcome applicants from all backgrounds, including women, minorities, and individuals with disabilities.

For more information about MIT and the School of Information Technology, please visit our website: www.mitnepal.edu.np