Model Institute of Technology

Vacancy Announcement for Program and Documentation Officer

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Discover Model Institute of Technology (MIT), a leading institution in Bagbazar, Kathmandu, where innovation and technology shape future professionals. As an affiliate college of the International American University (IAU), USA, we offer Bachelor of Information Technology (BIT) Bachelor in Business Administration (BBA) program & Master of Business Administration (MBA). Our practical learning approach includes case studies, hands-on computer training, group work, and term projects. Students also gain industry exposure through expert guest lectures and educational field visits. Join MIT and take the first step toward academic excellence, innovation, and a successful future.

MIT aims to set new standards in Nepal's education system by becoming the first choice for students and the top recommendation of its graduates. Our mission is to provide quality, world-class education supported by modern facilities and innovative teaching approaches. We strive to develop socially responsible leaders who can positively transform their communities and contribute to a sustainable future. MIT invites applications from qualified candidates for the positions mentioned below:

Terms of Reference (TOR)

Position Title: Program and Documentation Officer

Institution: Model Institute of Technology (MIT), Kamaladi, Kathmandu

Job Type: Full-time

Required Number: 1

Reporting Line: Academic Director & Head, School of IT

1. **Preferred Discipline Areas / Functional Focus**: To support student-related academic activities, coordinate class operations, and work closely with faculty and administration to ensure smooth academic delivery and enhanced student learning outcomes.

2. **Required Qualifications:**

2.1 Education Qualification:
- Minimum: Bachelor's Degree in Business Administration (BBA), Information Technology (BIT), or a related discipline.

- Recommended: Master's Degree in Business Management (MBA), MSc IT or equivalent.

2.2 Experience:

Minimum of two (2) years of work experience in the academic sector or in a similar administrative or program coordination role.

Prior experience within an academic institution in a related capacity will be preferred.

3. Main Roles and Responsibilities:

3.1 Planning and Developing Academic Programs

- Program Development: Collaborate with faculty members to design, review, and improve academic programs in alignment with institutional objectives and university regulations.

- Academic Operations: Coordinate daily class operations. Monitor academic calendars, schedules, and course delivery timelines. Facilitate coordination among departments to ensure smooth academic functioning.

3.2 Student Support Services

- Advisory: Serve as the primary point of contact for student academic and administrative concerns. Guide students through admission, enrollment, and academic procedures.

- **Monitoring**: Track and monitor daily student attendance. Ensure timely submission and documentation of student assignments and coursework.

- **Assessment Support**: Assist in the conduct of real-time assessments, including scheduling, coordination, and compliance documentation.

3.3 Faculty Compliance & Quality Assurance

- **Monitoring**: Monitor faculty teaching performance and ensure compliance with university policies and accreditation standards.

- **Faculty Development**: Recommend professional development workshops and document improvements in instructional quality.

- **Reporting**: Submit quality assurance reports to leadership.

3.4 Documentation and Record Management

- **Records Management**: Maintain comprehensive student records (digital and physical) and faculty evaluation records.

- **Reporting**: Prepare and submit regular progress reports to the Line Manager regarding academic activities and challenges

3.5 Communication and Reporting

- Communicate timely updates on academic activities to faculty, students, and staff
- Ensure advance notification and coordination of academic activities
- Regularly report progress, challenges, and outcomes to the respective Line Manager

3.6 Upholding Organizational Core Values

- Demonstrate integrity, transparency, and professionalism in all responsibilities
- Ensure fairness, honesty, and accountability in academic operations and reporting
- Promote teamwork, respect, inclusion, and collaboration among faculty, staff, students, and parents
- Remain committed to continuous learning, institutional rules, and quality improvement

4. Working Basis

- **Predominantly office-based**: 90%
- **External duties:** 10%, including participation in orientations, academic events, institutional programs, and related official activities.

5. Required Skills:

- Strong organizational and time-management skills

- Effective written and verbal communication abilities

- Data handling, documentation, and analytical problem-solving skills

- Student-centred, adaptable, and service-oriented mindset

- Ability to work collaboratively with faculty and administrative teams

6. Additional Responsibilities

The duties and responsibilities listed above are not exhaustive.

The role holder may be assigned additional tasks relevant to their skills, experience, and institutional requirements, as directed by management.

7. **Instructions for Applying:** Interested candidates are requested t submit all required documents as mentioned below. Applications can be submitted in person at the MIT HR Department or via email at: hr@mitnepal.edu.np no later than 25th March, 2026

8. **Required Document:**
   - Cover Letter
   - Completed Application From. Link
     https://drive.google.com/uc?export=download&id=1r7WjotLLZREIMohdORbLOIk16ijH2fML
   - Updated curriculum Vitae (CV)
   - Copy Of Citizenship Certificate/Pan Card
   - Copy of academic Certificate

9. **Selection Process:**
   Shortlisted candidates will be invited for an interview

10. Equal Opportunity Statement:
    Model Institute of Technology (MIT) is an equal-opportunity employer committed to creating a diverse and inclusive academic environment. We encourage applications from qualified candidates of all backgrounds, including women, minorities, and individuals with disabilities.

    For more details, please visit our website: www.mitnepal.edu.np.
    Or. Contact us 01-5901394
    Cell number- 9768911088

    Note: Only shortlisted candidates will be contacted via email or phone. The organization reserves the right to reject any or all applications without providing a reason.

    Priority will be given to candidates holding a valid two-wheeler driving license