University Grants Commission
Sanathimi, Bhaktapur

Recruitment of Director,
Research Division

Terms of Reference

Type of involvement: Full time

1. Scope of Work:

   - Draft policies, strategies and progress for enhancement of higher education research development and innovation in Nepal.
   - Develop regular schemes of research funding and implementation.
   - Monitor the programs supported under the research funding schemes.
   - Supervision of research activities
   - Coordinate with other research funding institutions for ensuring effective and efficient use of resources
   - Organize dialogues with various stakeholders (academic community, students, and employers)
   - Facilitate higher education institutions/programs to develop research support system and mechanisms
   - Collaborate with other stakeholders of higher education for research development
   - Develop linkages with international bodies for research collaboration.
   - Develop schemes of research support in higher education
   - Develop research information system and ensure public information access to UGC research programs and activities
   - Develop and maintain research website

   - Plan and support regular status review and trend analyses regarding research in higher education.
   - Regular publication and dissemination of the outcomes of research activities in higher education
   - Other research development activities of UGC.
   - The Director will be responsible for supervision of other staff members in the Division.
2. **Qualification**
   2.1 Academic Degree: Ph.D. from a recognized university.
   2.2 Work experience: Ten years of work experiences in research institutions with extensive involvement in research, publication and academic networking. Experience in senior academic / management positions will be preferred.
   2.3 Knowledge and working experiences of research development, quality assessment and monitoring is essential, preferably in the area of higher education.
   2.4 Proven track record of research including publications in refereed journal will be preferred. Papers accepted recently for publication in refereed journals will also be considered.

3. **Logistics and Remuneration**
   3.1 The Director will work from Research Division in UGC under the Research Council and in cooperation with overall UGC team.
   3.2 UGC will provide facilities and logistic support during duty time and task assignment including computer with online internet access, telephone, library, transportation and communication, etc.
   3.3 Remuneration as per UGC provision equivalent to the first class level officer.
   3.4 Leaves as per UGC regulation.
   3.5 Transportation as per UGC arrangement.