

TERMS OF REFERENCE

Organization	National Banking Institute (NBI)		
Functional Position	Academic Director	Corporate Position	Director
Source	National	Category	Contract
Age	Below 50	Educational Qualification	Master's degree (Preferably MBA)
Experience	8-10 years	Place of assignment	Kathmandu

The responsibility of the Academic Director will be to drive academic functions of NBI which includes driving the products, formulation of marketing plan. Managing the entire operational procedures of NBI, leading the team and meeting the business target. The Academic Director shall directly report to the CEO.

Functions :

- Take complete charge of all the academic and training programs of NBI.
- Formulate marketing strategy and execution plan.
- Prepare budget and achieve annual targets set by CEO.
- Take complete charge to manage exams, publish results and dispatch certificates.
- Prepare Training calendar, trainers roster etc
- Drive sales targets of trainings, conferences and work-shops.
- Design content of training programs, prepare flyers etc
- Create uniform training tool kit for different verticals.
- Company secretarial assignments such as preparation of Board agenda, Meeting appointments and meeting minutes.

Other works

- To facilitate trainings to professional bankers in the topics under his/ her expertise.
- To coordinate with Subject Mater Experts and conduct Janbi workshops before the exam.
- Any other task as required by the institute.

Qualification, Experience and Skills required

- Master's Degree (preferably MBA)
- 8 to 10 years of experience in managerial level at the relevant field preferably banking with "A" class commercial banks.
- Entrepreneurial knack with proven track record in sales and marketing
- Good planning and budgeting skills
- Self-driven, action oriented, passionate with 'Can-do' attitude
- Excellent communication and interpersonal skill
- Ability to motivate and lead the team.
- Proven and substantial experience designing and developing training curricula.
- At least 5 years of experience in conducting trainings;
- Proven experience in writing manuals, booklets or similar training materials.