

AMDA Nepal
AMDA Institute of Health Science- Butwal

Terms of Reference

- A. **Type of Employment:** Part time (Hour base)
B. **Job title:** Instructor Chemistry
C. **Level:** (N/A)
D. **Location:** AMDA Nepal, AMDA Institute of Health Science
E. **Date:** 2082/08/09
F. **Reporting to:** Principal

G. **Background**

Association of Medical Doctors of Asia-Nepal (AMDA-Nepal) was established in 1989 as a chapter of AMDA-International, Japan and was officially registered in the government office as a NGO in 1990. It is a humanitarian, nonprofit-making, non-political, non-sectarian, Non-Governmental Organization working with its mission to promote the health and well-being of the underprivileged and marginalized people under the slogan "Better quality of life for better future".

H. **Job Purpose:**

1. Teaching

a. **Critical Responsibilities and Duties:**

- Prepare class routine and conduct theoretical and practical classes accordingly.
- Prepare daily lessons required teaching materials such as syllabus, homework assignments, and hand-outs in advance and maintain log book.
- Develop evaluation tools to run the theoretical and practical classes and submit it to the department head.

b. **General Responsibilities and Duties:**

- Ensure safe, ethical and professional practice in all student activities.
- Check regular attendance records of students, logbook other required records and give suggestions according to need.
- Prepare question paper to conduct internal exam
- Evaluate and grade students' class work & assignments.
- Provide academic counselling, mentoring and guidance to students.
- Support students in developing communication, teamwork and professional competencies.
- Solve the arising problems and provide necessary suggestions/ guidance to the students/ program
- Review progress of each student in academic areas, encourage for professional growth
- Maintain and up to date the lab settings as required.
- Help the students to be disciplined and make the college administration dignified.
- Prepare monthly and weekly reports of running activities to the head of department, clarify if needed
- Provide responsibility and accountability to the subordinates as needed
- Evaluate student timely by using evaluation tools according to lesson plan
- Does self-evaluation and change self as required by obtaining feedback from students, colleagues & administration
- Participate in departmental meetings, academic planning and program development.
- Be always honest and loyal to the organization. Perform activities within the policy and rules .

I. Terms and condition of employment

J. Type of Employment: Part time (Hour base)

K. Post: Instructor Chemistry

1. **Initial duty station:** AMDA Nepal, AMDA Institute of Health Science Butwal
2. **Duty Hour:** as per curriculum
3. **Job Description:**
4. **Salary, benefits and allowances:** Rs.600.00 per hour
Income/wage tax in affect will be applicable as Tax Deduction at Source (TDS).
5. **Leave:** N/A
6. **Holidays:** N/A
7. **Validity and Termination:** Maximum for Six month. Employment contract can be terminated by either a party, giving written notice of one-month. It can be terminated with immediate effect as a disciplinary action that includes the breeching of the code of conduct. No further notice shall require to end/terminate special service agreement on the last date of the validity.

L. Person Specification

1. Essential Qualification and Skills

- a. Must have Mater degree in related subject from recognize academic institute.
- b. Minimum two year work experience in related field.

2. Preferences: