

AMDA Nepal
AMDA Institute of Health Science- Butwal

Terms of Reference

- A. **Type of Employment:** Special Service Agreement (Time-based employment)
B. **Job title:** Girls' Hostel Warden cum Lab Boy
C. **Level:** (N/A)
D. **Location:** AMDA Nepal, AMDA Institute of Health Science
E. **Date:** 2082/08/09
F. **Reporting to:** Principal / Administrative Officer
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 an 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 a better future".

H. **Job Purpose:**

1. Management of Hostel and Assistant of Laboratory

a. **Critical Responsibilities and Duties:**

- Supervise to day-to-day operation of the hostel
- Ensure the safety and security of all residents.
- Enforce hostel rules and regulation
- Manage hostel staff and performance reviews.
- Reserve conflict and address concerns raised by residents.
- Oversee maintenance and cleanliness of the hotel premises.
- Handle emergencies and crises situations effectively.
- Maintain all laboratory records.
- Comply with the correct procedures, policies, and health and safety regulations.
- Assist teachers in practices room.
- Stay informed with the latest industry trends, techniques, and best practices.
- Clean and sterilize equipment and work area.
- Collect and prepare research and information needed for studies.

b. **General Responsibilities and Duties:**

- Maintain accurate records and documentations related to hostel and lab activities.

I. **Terms and condition of employment**

1. **Type of Employment:** Time based employment (Special Service agreement).

J. **Post:** Girls Hostel warden cum Lab Boy

2. **Initial duty station:** AMDA Nepal, AMDA Institute of Health Science Butwal
3. **Duty Hour:** 24 hours in hostel 9 am to 5 pm in laboratory practical room.
4. **Job Description:** As specified in section G, H and I.
5. **Salary, benefits and allowances:** (per month/assignment)
a. Minimum salary: 15890.00

b. Cost of living allowance (COLA)	9534.00
c. Gratuity/Insurance:	1589.00
d. Provident Fund:	1589.00
e. Festival allowance:	1324.00
f. Other allowance hostel :	6000.00

Gross: NRs. 35,926.00 per month

Income/wage tax in affect will be applicable as Tax Deduction at Source (TDS).

6. **Leave:** Employees are entitled to 1 day of sick leave and 1.5 days of home leave per month. Any remaining balance of entitled sick and home leave at the end of the year shall be compensated based on the minimum salary. In addition, employees may take up to 12 days of non-compensable casual or festival leave per year.
7. **Holidays:** Office will remain closed as per the holidays calendar of AMDA Nepal. AMDA can deploy staff to continue their work during weekend and public holidays for the emergency and urgent services.
8. **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.

K. Person Specification

1. Essential Qualification and Skills

- a. Certificate level in medical lab technology Hospitality management or related field
- b. Strong leadership and interpersonal skills.
- c. Good written and verbal communication skills.
- d. Basic knowledge of health and safety regulations.

2. Preferences: