



## INF INTERNATIONAL NEPAL COUNTRY DIRECTOR

### Summary of Role

#### INF International

INF International (INFI) exists to bring about 'life in all its fullness' for Nepal's poor and disadvantaged people and communities. INFI is registered in Australia but has permission to work in Nepal through agreements with the government of Nepal and is recognized as Nepal's oldest INGO. INFI does not have projects of its own but works in close partnership with INF Nepal and has responsibility for funding and recruiting and caring for its large team of expatriate volunteers.

#### Main responsibilities

The Nepal Country Director (also the Executive Director of INF International) is responsible for the following.

- **Strategy and planning.** Implementation of INFI's strategy with the support of the INFI Board.
- **Compliance.** Managing INF's agreements with the Nepali government, ensuring compliance with existing agreements and planning for future agreements, plus ensuring legal compliance in Australia where INFI is registered.
- **Leadership** of INF's team of expatriate volunteers (currently 25 post-holders, total 60 including dependents), including recruitment, placement, ongoing care and education of their children.
- **Office Management.** INFI has a small office in Kathmandu with a staff of five, representing INF's interests in Kathmandu, liaising with the government and networking with other organisations.
- **Partnership and support.** The NCD works closely with the leadership of INF Nepal in defining INF's purpose and bring about the fulfillment of our shared vision.



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### Role Specification

- Category:** Currently expatriate volunteer, but national staff member would also be considered.
- Location:** Kathmandu (with 30% travel, mostly between Pokhara and Kathmandu but also to other locations in Nepal)
- Responsible to:** Chair of INF International Board
- Responsible for:** **Staff:** Nepal Country Office staff (5 people); Expatriate Team Leader and Pokhara Study Centre Staff (6 – 8 people); Indirect responsibility for INF Expat volunteers (25 post-holders, approx. 60 including dependents)
- Budget:** Project funds for INF Nepal (approx. \$4million/year)  
Annual budget of INF International: approx. \$150k
- Relates to:** **Internal:** INFI staff, Executive Director and senior leadership of INF Nepal (INFN), Board of INFN, CEOs of other INF organisations, Expatriate team leader.  
**External:** Government of Nepal (GoN), existing and potential donors, partner agencies in Nepal and overseas.

ATTRIBUTE	
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Minimum Bachelor’s qualification in any discipline with relevant experience.</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Significant experience of management and leadership.</li> <li>• Experience in any of the following: International health, community development, organisational development, communications, marketing, business development</li> <li>• Experience of leading or managing cross culturally.</li> </ul>
SKILLS/ABILITIES	<ul style="list-style-type: none"> <li>• Good understanding of development and mission.</li> <li>• Able to work effectively in a cross cultural context.</li> <li>• Able to work in an uncertain and complex environment.</li> <li>• Good skills in listening, understanding, influencing and negotiating.</li> <li>• Good skills in networking and organisational promotion at senior level.</li> <li>• Able to think creatively and contribute constructively to the work of the wider INF family.</li> <li>• A team player able to collaborate and co-create with others.</li> <li>• Excellent communication skills in English; written and spoken.</li> <li>• Able to work flexibly and under limited supervision</li> </ul>
VALUES & CHARACTER	<ul style="list-style-type: none"> <li>• Mature Christian with a learning heart.</li> <li>• Enthusiastically supportive of INF’s vision, mission and identity.</li> <li>• Able to demonstrate INF values in their own life.</li> </ul>

Note: All expatriates serve with INF as volunteers and are expected to come through a sending organisation.