



# SWAYAM GYAN ADHYAN SANSTHA (RANGJUNG YESHE INSTITUTE)



## Vacancy Announcement Rangjung Yeshe Institute

**Rangjung Yeshe Institute (RYI)** is an institution of higher learning in Boudhanath for those wishing to deepen their understanding of Buddhist philosophy and practice. RYI has been conducting seminars and study programs for more than 25 years. Since 2001, the Institute has worked in close partnership with Kathmandu University to manage the Kathmandu University Centre for Buddhist Studies at RYI which offers undergraduate and post-graduate degree courses in Buddhist Studies and related topics.

<b>Position:</b>	Administration Office Assistant
<b>Duration:</b>	1 year (with possibility of extension)
<b>Duty Station:</b>	Boudhanath, Kathmandu
<b>Reports to:</b>	Director of Administration

### Position Description:

The Administration Office Assistant is responsible for assisting the Director of Administration in running the day to day operations of Rangjung Yeshe Institute's front office. They ensure the office is open and serves customers welcoming, constructive, efficient and professional, during normal opening hours. Manage records and files. Update paperwork and databases. Performance of program and course evaluations following institute procedure. Handling Online Learning registrations in Moodle.

### The main areas of responsibility entails:

- RYI Administration office reception
- Office Administration
- Course and Program evaluation
- Online Learning registration

### Qualified candidates will require:

Bachelor degree or equivalent. Computer skills, including a high degree of proficiency in Microsoft Office Suite. Fluent in written and spoken English and working knowledge of Nepali and Tibetan. Disciplined and Accountable. Strong organizational and time management skills, and ability to prioritize. The ability to work under pressure, multitask, and a can-do attitude are crucial. High level of integrity and confidentiality.

Two to three years of work experience in an office or school administration, reception and management is desired.

Interested and competent applicants are requested to submit (i) **Application letter** (ii) **Recent Curriculum Vitae** to [HR@ryi.org](mailto:HR@ryi.org) no later than **January 7, 2022**.

Only shortlisted candidates will be contacted