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2/31/5 Communication and Information

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LEITZ Trennblätter chamois
1650 Lochung hinterklebt
1654 Lochung mit Ösen

Gossner Mission

United Mission to Nepa
Gene Glassman, Public. Secr.
P.O.Box 126
Kathmandu

Nepal

March 8, 1991

Dear Gene,

I would be very thankful, if you could send some publications or other materials on Nepali Christians and on the Nepali Church.

Many thanks and my best wishes

Yours sincerely

Dr. Hanns-Uve Schwedler

Gossner Mission

THE UNITED MISSION TO NEPAL

Executive Director: Mr. Edgar Metzler
Treasurer: Mr. L Miller

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POST BOX 126
KATHMANDU, NEPAL

Eingegangen
29. Nov. 1990
Erledigt:.....

PRESS RELEASE

For immediate release
21 November 1990

The United Mission to Nepal signed a new five year General Agreement with His Majesty's Government of Nepal in Kathmandu on 20 November 1990, only 5 days before it was due to expire!

The mission's previous five year agreement, which expired on 26 May, had been extended for a six month period to allow time for consultations with the new Interim Government brought to power in the wake of Nepal's pro-democrarcy revolution in April this year.

Notification of the Government's eleventh hour decision to approve the agreement, under negotiation for the past eighteen months, came in the middle of the UMN's annual Board of Directors meeting. News of the signing was carried on Nepal TV's Evening News, Radio Nepal and in most national papers the following morning.

The interdenominational UMN, comprised of 39 member bodies from 18 different countries, has been working in Nepal since 1954 under a series of five year General Agreements. As with previous agreements, the new Agreement continues to prohibit UMN personnel from "proselytizing", **however for the first time a definition of this term is on record as being "attempting conversion through coercion or offer of material inducement" a practice which UMN personnel would not engage in in any case.**

CONTINUED.....

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The mission's involvement, which began with health services work has now expanded to encompass education, engineering and industrial development and rural development activities, with a direct projects budget for 1990/91 of US $ 9 million.

Two major statements emerged from this year's Board Meeting: Firstly, in its long term strategy the mission re-stated its intention that future ownership and management of its institutions shall evolve into indigenous hands. It affirmed its continued commitment to serve the people of Nepal in the name and spirit of Christ through a range of activities which enhance people's capacity for self-development. Secondly, the mission declared its intention to work closely with the Nepali Church, to support unity among Nepali Christians and to discourage others from transferring foreign denominational or organisational divisions.

The hope that complete freedom of religion would be enshrined in Nepal's new Constitution, promulgated by King Birendra on 9 November, was not fully realised. However, for the first time provision is made under Article 19.2 of the new Constitution for the right of churches to be legally registered and to run their own organisations. Much now depends on the outcome of the elections scheduled for next April and one the amendment of existing legislation in keeping with the spirit of the new Constitution. (End)

Gossner Mission

UNITED MISSION TO NEPAL
Information Office

Eingegangen
11. Jan. 1991
Erledigt:.....

News Release

31 December, 1990

PUBLIC CHRISTMAS IN NEPAL

For the first time, Christmas has been celebrated openly in Nepal. Open air meetings, public carol singing and Christmas greeting posters all over Kathmandu featured the Christian minority as never before.

A huge crowd, invited by Nepal Bible Society, gathered in the heart of Kathmandu for an evangelistic rally just before Christmas. The Church leaders presented the Christmas gospel and thousands of Christian books and new testaments were sold. A greeting was also given by the Executive Director of United Mission to Nepal, Edgar Metzler.

On Christmas Eve, a Christmas programme was arranged by Nepal Christian Fellowship in Kathmandu's largest auditorium. The Prime Minister, in a special message, sent Christmas greetings to the meeting. A request for Christmas Day to be recognised as a national holiday was expressed during the programme.

These Christian events, which would have been impossible a year ago under the previous regime, have been widely covered in the national media.

"I hope that when people see that Christians are respected by the leaders of the country, the general attitude towards us will slowly change", says Nepal Christian Fellowship's Tirtha Thapa.

Bible Society's Loknath Manaen adds: "We need to take our opportunity now to show that we as Christians are part of the Nepalese society. If we are silent now, we may not be recognized after the election."

(END)

(See also photocopy of photos)

Box 126, Kathmandu, Nepal. TEL: 212179, 212131. FAX: 977-1-225559

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Please order from
Information Office:



Christian open air meeting
at Thundikhel, Kathmandu,
21 Dec. 1990

Photo nr 90-24-32



The Church leaders of
Kathmandu in prayer

Photo nr 90-24-14



Loknath Manaen of Nepal
Bible Society, conducting
the mass meeting

Photo nr 90-24-29

All photos taken by
Olof Konneback

Gossner Mission

UNITED MISSION TO NEPAL
PERSONNEL NEEDS LIST
NOVEMBER 1990

The United Mission to Nepal is a Christian Mission seeking workers with a clear commitment to Christ as Saviour and Lord, and a call of God to service in Nepal. The great need is for such workers who are prepared to join with colleagues from many countries, churches and professional backgrounds. They must have an attitude of flexibility and adaptability to assignments, and to living and working conditions in Nepal which are very different from those in their home countries and may lead to real frustration as well as the joys of such service. Personal qualities of humility and receptiveness are important for an effective presence in this country.

The list below consists of personnel required for approved posts in UMN and, unless otherwise stated, long-term workers are preferred. The United Mission does not offer a salary to expatriates but looks to the member organizations to send the needed workers with full support, and will try to link any suitable inquirers with such member bodies. Further details can be supplied on request to:

Suzanne Linnell, United Mission to Nepal, Post Box 126, Kathmandu, Nepal.

*** Grading: The asterisks are given to indicate the urgency of filling the post. Three asterisks *** show the most urgent needs, reducing to one asterisk * showing a post is available in this area.

URGENCY

HEALTH SERVICES:

*** **DENTISTS**
for work in UMN's Dentistry and Oral Health Programme which includes both clinical and community dentistry, teaching and supervision of dental assistants.

*** **RADIOLOGIST**
is needed as a consultant, based in Patan Hospital (138 beds) in the Kathmandu Valley but also available for professional supervision of the radiology departments in the other 3 UMN Hospitals in the hills of Nepal.

*** **LABORATORY TECHNICIAN (Medical Technologist)**
is needed with broad general laboratory experience, prepared to undertake supervisory and training duties for a laboratory with low level technology in Tansen Hospital situated in the hills west of Kathmandu. Experience in bacteriology is essential.

*** **WARD SISTER (OR)**
The Tansen Hospital (100 beds) needs a nurse with OR experience to head the OR nursing team. The Operating Rooms are presently being rebuilt and by 1991 we expect to have 4 surgeons working in this Hospital. The number of operations performed last year was 4800.

** **PATHOLOGIST**
experienced in histo-pathology, and able to set up a histopathology department in Patan Hospital.

** **PAEDIATRICIAN (for one year July 91 - July 92)**
To work together with our senior Nepali Consultant in Patan Hospital, while our expatriate consultant is on home leave. Patan Hospital is a 138 bed hospital located in Kathmandu valley.

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** COMMUNITY HEALTH PROJECT DIRECTOR
The Palpa Community Health Project is addressing health and health-related needs in the area around Tansen Hospital. Population of the District ± 250,000. There are 54 employees. The present Director will be leaving in June 1991 and we need a new Director with experience in Community Health in a Developing Country preferably in Asia.

RURAL DEVELOPMENT:

*** TRAINING SPECIALIST
The Rural Development Centre in Pokhara needs someone to coordinate the overall training undertaken in its 5 professional areas namely Animal Health, Horticulture and Agronomy, Rural Income Creation, Forestry and Tree Planting, and village water systems. The post will support and train staff trainers, oversee the planning of training programmes, oversee the evaluation of training programmes, and maintain contact with the Nepal Government and NGO's operating in Nepal.

*** COMMUNITY AND INDUSTRIAL FORESTERS
Two positions: community forester calls for the postholder to act as an advisor to village based, community participative forestry programmes. The programmes commenced will arise out of the community's agenda. Training and motivation skills are emphasized. The industrial forester position is for a person to engage in managing an industrial forestry scheme that is community participative.

** TEAM LEADER/PROJECT DIRECTOR
The position calls for someone able to live in a remote area and take up leadership of a community development programme. The person must have experience and qualifications either in general development, or in specialist areas related to community development. Administration and personnel skills are essential. An understanding of integrated, community-participative development philosophy and methodology is expected.

ENGINEERING AND INDUSTRIAL DEVELOPMENT:

*** ELECTRICAL ENGINEER/CONSULTANT
To work on the design and development of village level industries aimed at the end use of low power electricity. Also to act as consultant for village electrification schemes. Innovative skills needed and must be willing to travel to sites.

*** INDUSTRIAL TRAINING CONSULTANT
A senior position to give advice to an apprenticeship training centre in Butwal which offers mechanical and electrical training in local industries. Experience in apprenticeship training essential, in curriculum, teaching, and preferably administration.

*** COMPANY MANAGER
To fill a senior position in a company involved in the design, construction, and operation of mid range (1-15 MW) hydro power stations.

** MECHANICAL ENGINEER/CONSULTANT
To work in the design and development of appropriate equipment for village use eg. food processing, water power, wind power. Innovative skills needed.

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** RESEARCH AND DEVELOPMENT MANAGER
Experienced manager with strong technical background for a senior managerial position in research and development of appropriate technologies for rural use.

** MANAGEMENT/MARKETING CONSULTANT
To advise and assist various industries (mostly engineering and hydropower) in the development of effective management systems and marketing techniques. Experience in management at a senior level is essential.

** TRAINING CONSULTANT/MANAGER
To set up a new training department to run training courses for village people to use new equipment and technologies. Training experience preferred; administrative skills needed: must be willing to travel to sites.

EDUCATION:

*** PRIMARY TUTORIAL TEACHERS
Experienced primary school teachers to teach small groups (4-12 children) of primary aged mission children, of varying nationalities, in some of our rural and urban project areas. The medium of instruction is English.

*** ENGLISH TEACHER (Gandaki Boarding School, Pokhara)
Person needed for this English-medium Regional School to teach up to class 12 (18 year olds) boys and girls. On-the-job training of Nepali staff also involved. Ability in extra-curricular activities an advantage.

** LIBRARIAN
A person is needed with librarianship qualifications and experience to act as consultant/trainer for various UMN projects. Will involve training and follow up of Nepalis in basic librarianship. Based in Kathmandu. Needed Jan 1991.

ADMINISTRATIVE PERSONNEL:

*** BUSINESS MANAGERS/ACCOUNTANTS/ADMINISTRATIVE OFFICERS
with experience, able to train and supervise staff. For work in administration at various projects (small/medium hospitals, construction sites, rural centres, schools) and UMN related industries. The training of Nepali staff is a key responsibility in these assignments.

** TEAM LEADERS/PROJECT DIRECTORS
To lead small teams of up to 5 or 6 Expatriate postholders together with Nepali staff, in the rural areas of Nepal. Teams may be multi-disciplinary or centered around a particular sector such as non-formal education, rural development, rural electrification, health etc. Administration and personnel related skills are essential as is an understanding of relating to community needs.

** DONOR AGENCY COORDINATOR
The primary focus of the post is to work closely with the Treasurer and the projects in the development and maintenance of contacts with UMN's financial partners. The work includes the preparation and submission of funding proposals, follow up of requests, and acknowledgement of contributions. Good organizational skills and communication skills, both oral and written, are needed. Previous experience in fundraising is desirable.

SL/bg
6/11/90

Gossner Mission

DENTISTS

Background

UMN's involvement in community health and development in Nepal has led to the setting up of health centers and hospitals in a variety of locations. One is the 138 bed Patan Hospital in the Kathmandu valley, and another is a 100 bed Hospital situated near Tansen Town 200 km west of Kathmandu in the foothills.

Each hospital has a well equipped dental surgery which provides the base for curative, preventive and promotive dental care in the town areas and surrounding district at an appropriate level according to the policies of the Hospital Board and the WHO recommendations for Nepal.

Suitably qualified national staff are scarce and therefore training is important. We would like to do more by way of developing teaching material as well as getting involved in national training programmes for dental assistants.

Job Description

Post holders will be expected to treat both emergency and routine patients in the hospital dental department and to assist the Department Head in the day-to-day operations including smooth patients flow, good hygiene standards, maintaining equipment and supplies and ordering.

They will provide education and training to Dental Auxiliary personnel and may be expected to help in developing a Dental Health Teaching Programme for Community Health Staff, schools, and the general public. Other tasks may include developing visual aids for teaching, oral health survey work and visiting health posts and schools as required for teaching, treatment and surveys.

Person Description

Post holder should possess a Bachelor level qualification in dentistry and/or dental surgery and have had at least 1 year experience in their home country.

A willingness to commit oneself for at least 2 years but preferably more is essential.

He/she must be able to work in a team setting and be willing to work hard with the ability to help and relate to people. He/she must be able to teach people of differing educational backgrounds

November 1989

DNTST

Gossner Mission

RADIOLOGIST - PATAN HOSPITAL

Background

Patan Hospital, which is situated in the Kathmandu valley, is a 138 bed general hospital having general medicine, general surgery, gynecology/obstetrics, and pediatric services. It has a general laboratory for clinical microscopy, blood banking, biochemistry, bacteriology, histopathology, and cytology.

The Department of Radiology has two machines 300mA 90 and 115KV and one portable 35mA, 24 hours. .It also has an excellent general purpose Ultra Sound machine with 3.5 and 5 and 7.5 MHz transducers.

Job Description

The duties of the post holder will include performing conventional radiological procedures; administrative organisation of the department and the supervision of radiographers.

He/she will be required to train staff, as appropriate, and be able to offer a consultative service to the Ultrasonographer, and to UMN hospitals.

Person Description

The post holder should have a post graduate qualification in Radiology, and preferably have had some experience in the administrative organisation of such a department.

He/she must have the ability to get along with persons of different cultures and ideas, and tolerance for technicians with less training than those in advanced countries. He/she must be able to learn the local language, at least sufficiently to communicate at a simple level. Ability and adaptability to cope with difficulties in supplies etc. is essential. No particular undue physical stress is required.

May 1990

RAD-PH

Gossner Mission

LABORATORY TECHNICIAN (TECHNOLOGIST)

Background

UMN's involvement in community health and development in Nepal has led to the setting up of health centres and hospitals in a variety of locations. One such is the 100 bed Tansen Hospital in Palpa District. It has a laboratory with low level technology, and a blood bank. UMN has decided to upgrade the present laboratory service, especially in the area of bacteriology and prepare and train national staff. Suitably qualified national staff area scare, and must therefore be trained by a competent medical technologist.

Job Description

The post holder must be prepared to undertake supervisory duties needed for the laboratory. He/she will help up-grade the present laboratory, and prepare and train staff, especially in bacteriology technics.

He/she will, together with the Nepal Head of Department, look after the day to day running of the laboratory, and plan and manage its service for the hospital. In-service training for all levels of laboratory staff will be his/her responsibility. At present there are no culture facilities, this needs to be initiated and staff trained to enable them to take responsibility for this in the future.

Person Description

The post holder should have a Bachelors-level (or equivalent) training in Laboratory Science and a broad general laboratory experience, and also experience in Bacteriology. He/she will be responsible to the Medical Director and/or the Laboratory Department Head. He/she will be required to help in decision making of all lab affairs in consultation with senior staff, if necessary. He/she will also be expected to help employ lab staff, in cases where authority has been delegated for this purpose.

November 1990
LAB-TECH.TAN

Gossner Mission

Ward Sister (Operating Room)

Background

In addition to its involvement in community health activities UMN is also running several hospitals in Nepal. In these hospitals we strive to provide continuing secondary level surgical care. The number of operations performed in Tansen in the last reporting year was 4795. The operating rooms of the Tansen Hospital are presently undergoing major reconstruction to improve efficiency. The present operating room nursing in-charge will need a replacement in early 1991.

Job Description

The post holder will be responsible for the smooth running of the Operating Room and be involved with the OPD-Minor Operating Room.

He/she will be responsible for the nursing and related staff of the department and be responsible to the Nepali Nursing Superintendent.

He/she must be able to train staff at all levels through in-service education. Working alongside a Nepali counterpart is an important feature of the long-term plan for this post.

Person Description

Post holders should normally possess a Registered Nurse qualification as well as post-basic training and experience in operating room nursing. Proven ability to teach practical skills is an asset.

He/she must be able to work in a team setting relating to people from diverse cultural backgrounds.

The heavy surgical workload in Tansen often necessitates prioritizing. The post holder needs to be able to advise the Chief of Surgery on appropriate levels of care and workload.

April 1990

WRDSTR.TAN

Gossner Mission

PATHOLOGIST - PATAN HOSPITAL

Background

Patan Hospital, which is situated in the Kathmandu valley, is a 138 bed general hospital having general medicine, general surgery, gynecology/obstetrics, and pediatric services. It has a general laboratory for clinical microscopy, blood banking, biochemistry, bacteriology, histopathology, and cytology.

Job Description

The post holder will be required to work primarily in histopathology and cytology, but should have a reasonable knowledge of microbiology, chemical pathology, hematology and immunology.

He/she will be responsible for the administrative organisation of the department and the supervision of staff in technical work, including quality control of tests carried out. Training of staff in appropriate aspects of pathology will be required.

The post holder will liaise with clinical units and offer a consultative service to other hospitals, particularly UMN.

Person Description

The post holder should posses a post graduate qualification in pathology, and preferably have had administrative experience in the organisation of such a department and the training of staff in various aspects of pathology.

He/she must have the ability to get along with persons of different cultures and ideas, and tolerance for technicians with less training than those in advanced countries. He/she must be able to learn the local language, at least sufficiently to communicate at a simple level. Ability and adaptability to cope with difficulties in supplies etc. is essential. No particular undue physical stress is required.

May 1990

PATHL-PH

Gossner Mission

PEDIATRICIAN - PATAN HOSPITAL

Background

UMN is involved through funding and provision of expatriate personnel in Patan Hospital (138 beds). The hospital is located in Kathmandu Valley and serves both the Urban as well as the rural population of Lalitpur district as well as people form elsewhere. All basic specialities are represented including paediatrics. The paediatric department is headed by a Nepali senior consultant with whom the expatriate pediatrician works together.

Job Description

To provide in- and out-patient paediatric hospital care for 1 year from July 1991 - July 1992, during the home leave of the regular pediatrician. Training of junior doctors and paramedical staff is an integral part of the job.

Person Description

The post holder would need to have a major post graduate qualification in paediatrics. A good measure of flexibility is needed. He/she needs to be able to work in a team setting and be willing to work hard.

Being a short termer, the post holder will need to be prepared to work in a foreign culture and language without being able to spend a lot of time on language study and cultural orientation. There will be a heavy reliance on the help of bilingual hospital staff for the day to day communication with patients.

October 1990

PAED-PH

Gossner Mission

Community Health Project Director

Background.

The Palpa Community Health Project works within part of Palpa District, West Nepal, addressing the health and health-related needs of a population of about 45,000. In doing so the project works with defined communities using the prevailing administrative infrastructures and channels, as well as with selected communities on a user-group basis through a non infra-structural approach. Functional area's covered are: health, drinking-water, agriculture, and non-formal-education. More detailed project information is available on request.

Job description

The post holder will direct and supervise the work of the Project in accordance with overall UMN purposes and policies. He/she will relate to and cooperate with relevant local government authorities and line-agencies. Preparation of plans, budgets, reports and statements for presentation to UMN central administration is an important feature of the job.

He/she will be responsible for continuing on the job training and in-service education of staff and for training selected staff for leadership positions, and for personnel management (± 50 staff members).

Person Description

The post holder should be a registered nurse, an MBBS doctor or have a comparable qualification. In addition to his/her basic qualification he/she should have at least three years work experience in community health development as well as administrative experience. Further qualifications in community health are an asset.

Work experience in a developing country is essential (preferably in Asia).

Communication skills as well as a commitment to community participation are important work traits.

He/she must be able to work in a team setting relating to people from diverse cultural backgrounds.

April 1990

COMH-DIR

Gossner Mission

UNITED MISSION TO NEPAL
TRAINING SPECIALIST, RURAL DEVELOPMENT CENTRE
POKHARA

JOB DESCRIPTION

1. Background

The Rural Development Centre is based in Pokhara, a town 200 km west of Kathmandu, but has a branch in Tansen. The centre has been providing technical, advisory and training services to UMN projects in the areas of:

- Animal health
- Horticulture and Agronomy
- Forestry
- Water Systems
- Income Generation

It is in the process of moving toward a primary focus on being a training organization, and widening its "market" beyond UMN projects. The Training position is needed because the majority of RDC staff, while technically trained, have little or no formal trainer training. They need the support of a training specialist.

2. Job Description

This job involves finding ways to guide, support and train RDC's technical trainers in the whole training process-

- Determining training needs
- Programme planning and development
- Materials development
- Programme presentation
- Evaluation

It involves helping coordinate the programmes of the different sections, and in the marketing of the programmes.

The job will involve getting to know the staff development needs of RDC's staff and developing both formal and informal ways to meet these needs.

3. Person Description

The person needs to have ability and experience in adult education, and in skills orientated training. They need to be able to listen to, build and maintain relationships with training staff (both expatriate and Nepali). Acquiring good standard of Nepali language will be important (Language lessons are taken after arrival). The ability to influence and train others will be based on earning trust, and credibility, not formal authority. The person should be interested in community development work, and be able to spend up to 20% of their time in remote areas guiding follow-up programmes.

April 1990

TRNG-SPE.PKH

Gossner Mission

FORESTER JOB DESCRIPTION

Background

Foresters are recruited primarily to work in projects which have a teamwork approach to community needs. This means that the projects may also have health work, agricultural work, irrigation work, non-formal education work, etc, going on at the same time. The forester will be working to serve as part of this team of people who are committed to meeting the needs of villagers (usually farmers). Some foresters, especially those with experience, may be assigned to the Rural Development Centre where they will work as trainers for farmers and forest technicians.

Local conditions and team size, will vary from place to place; but in general the work is hard, involving tramping over hills, a simple diet, little or no transport facilities and simple housing, possibly with no running water or electricity. Some situations will be easier, but each candidate needs to be ready for an assignment in primitive conditions. In addition to this, small team size in some areas means that a person must sometimes be able to supervise the work of several components in addition to forestry. For example, the forester in a small, remote team may be responsible also for supervising agricultural work, using the advice of consultants who would visit occasionally.

Job Description

Duties may include planning, budgeting, and training on nursery establishment. The person would also be envolved in non-formal motivation and education of villagers, covering such subjects as selecting, planting, protecting and managing the use of either community or individually owned plantations. This will vary according to project needs and objectives.

The scope of UMN involvement at present is not so much afforestation, but rather private tree planting and assistance in establishing nurseries. We also enable local farmers to receive training, usually by organising training courses locally or by aranging for farmers to visit other forestry projects. UMN is also beginning to work in agroforestry (especially with fodder and fruit trees) and is looking at opportunities involving watershed management. There is a growing emphasis on forests managed by local users, i.e Community Forestry. Help is needed to plan, organise and implement such programmes.

Principle Relationships

Foresters will mainly relate to villagers and become a part of their struggle in a resource depleted environment. Most important is the attitude of involvement as a resource person, motivator, educator, student, and friend. The emphasis is not only on the academic qualifications, but also on experienced people putting their knowledge to work in different situations; seeking to communicate ideas and sharing skills, either by word or by demonstration.

Foresters are also responsible for overseeing the work of project Nepali staff, and therefore some management skills will be required.

August 1990

Gossner Mission
FREE FROM.RDC

Butwal Plywood Factory

Industrial Forester/Forestry Advisor.

1 Background

Butwal Plywood Factory was set up by the United Mission to Nepal to help develop industry and displace imported Indian plywood. To secure a stable long term supply of timber an industrial orientated forestry programme was set up in 1984 on 130 ha of land. The aim was to test out plantation techniques with intercropping, to develop suitable species of trees, and to pioneer the concept of managed forest which would provide timber for industries.

The Factory and forest areas are located on the plains of Nepal where the weather is sub-tropical: hot and humid for about half the year, warm and pleasant for the other half.

2. Job Description Summary

The main duties are in the area of organisation and management of existing forest areas, and seeking out and getting started in new forest areas. This requires a lot of travel, and liaison with government departments and other institutions involved in forestry in Nepal and India. The person will work closely with Nepali foresters and other Nepali staff.

The other main area is the supervision and planning of nursery trials to find suitable tree species for growing on the plains of Nepal using intercrop techniques - and for trials for different intercrop possibilities. The foretry programme is beginning to move into extension work using poplar trees.

3. Person Description

The person should have a degree in forest management and should be experienced in commercial forestry. This job requires some drive and a good deal of management skills. The person should also be willing to acquire some understanding of forest research, especially trial plot layout, in order to understand the project.

The person (and their family) should be able and willing to live in a hot, semi-tropical climate.

November 1990

BTWL-PWF.FRS

Gossner Mission

DEVELOPMENT AND CONSULTING SERVICES

Electrical Engineer/Consultant

I. Background

A. Development & Consulting Services (DCS) has 3 sectors:

- Civil Engineering/Materials Technology
- Electro-Mechanical Engineering/Installation
- Training/Services/Management Consultancy.

DCS focusses on the development of technology and technological services/consultancy. The aim is to work on the basis of the industrial center in Butwal and to reach out towards establishing small rural industries thus strengthening the overall industrial development of Nepal. The activities include development, training, installation and follow-up/consultancy.
Major areas have been on biogas (now fully handed over), small water turbine driven mills, rural electrification, fibre concrete tiles and food processing. DCS is seeking to establish itself as a major institute of technology and to build up a good team of Nepali staff.

DCS is located at the edge of the terai (plains) and the climate is hot/humid about half the year and cool/pleasant the other half. It is linked with engineering industries and an apprenticeship training centre in which UMN has been involved for 26 years. DCS has a Nepali staff of 50-60 and between 5-10 expatriates.

B. Electrification of villages in Nepal using water turbine powered generators of up to 100 KW is an area of development which is rapidly growing. The DCS programme has developed a whole package for electrification including control, transmission, house wiring, tariff systems, and some end uses like food drying and cooking. Emphasis for the future will be on developing new end uses for villages and trouble shooting existing installations.

C. The Electrical Engineer will be required either to work as a consultant to a Nepali department manager, or to lead the programme.

II. **Job description**

A. To assist the installation programme with the design of electrification schemes, particularly at the larger end of the range. (up to 100 kw)

B. To investigate possible end uses of electricity, particularly for rural industries.

C. To adapt, and if necessary design appropriate equipment; to assist in the establishment of industries using the equipment.

D. To train Nepali counterparts.

III. **Person description**

This person must be able to lead this programme and therefore should be technically competent at least to degree level in electrical or electronic engineering. He/she will also be expected to do some administrative (e.g. budgets) and supervisory work if necessary.
It is preferred that he/she has some experience (2 - 3 Years min.) in design and development work and must be practically inclined, and capable of original thought.
The job involves some field trips so he/she must be prepared for some travel.

The person (and their family) should be able and willing to live in a hot semi-tropical climate.

November 1990
EL-ENG.DCS

Gossner Mission

BUTWAL TECHNICAL INSTITUTE

Industrial Training Consultant

1. Background

Butwal Technical Institute (BTI) is an apprenticeship training centre, providing industry based training. Training is given for 4 years, mainly in the following trades:

Welding
Machinist
Electrician
Cabinet maker

The trainees are placed in companies, and training is given while the trainees are working on production, according to curricula set by BTI. In addition theory classes are given outside working hours. The success of the training therefore depends on close cooperation between BTI and the industries, and the ability to motivate production supervisors who are involved in daily work of the trainees.
In addition to the 4 year craftsman training, a 2 year programme provides training to machine operator level.
BTI is located on the edge of the Nepal terai (plains), and the climate is hot. It is part of an industrial complex comprising engineering and wood based industries.

2. Job description

The major responsibilities are:

a. to advise on improvements and new developments in the training programme;
b. to support strengthen and help motivate supervisors in industries who are acting as instructors;
c. to assist related industries to assess their training needs, and advise on means of satisfying them;
d. to support the staff of BTI so that they may continue the development of training.

3. Person description

The person should have extensive experience of industry based training, particularly in its management and planning. The ability to build relationships is essential.
The person (and his family) should be able and willing to live in a hot, semi-tropical climate.

April 1990

IND-TRCN.BTI

Gossner Mission

BUTWAL POWER COMPANY

Senior Manager

1. Background

Butwal Power Company is a Private Limited Company registered in Nepal which has United Mission to Nepal as majority shareholder. By entering into agreements with the Government of Nepal, UMN through its involvement in BPC, is able to undertake involvement in hydropower development and rural electrification with BPC serving as owner and manager of these projects. One of BPC's current projects which is the Jhimruk Hydro and Rural Electrification Project, composed of a 12 MW hydropower station, and a rural electrification scheme using new low cost methods of distribution, and promotion of end uses of electricity.

A separate division, BPC Hydroconsult, undertakes feasibility studies and design of hydropower and irrigation schemes.

2. **Job description**

This position carries major responsibility for management in the Company. Main duties include overseeing the administration of the company, and liaisoning with Government and other organizations. A major responsibility will be to oversee the recruitment and training of Nepali personnel to fill senior posts in the company.

3. **Person Description**

The post holder should possess a Degree level qualification. The person required for this post will have considerable management experience, preferably in a field related to the major activities of BPC. Work experience in a developing country is desirable, and willingness and ability to adapt to local conditions is essential.

October 1990

SEN-MNGR.BPC

Gossner Mission

DEVELOPMENT AND CONSULTING SERVICES

Mechanical Engineer/Consultant

I. Background

A. Development & Consulting Services (DCS) has 3 sectors:

- Civil Engineering/Materials Technology
- Electro-Mechanical Engineering/Installation
- Training/Services/Management Consultancy.

DCS focusses on the development of technology and technological services/consultancy. The aim is to work on the basis of the industrial center in Butwal and to reach out towards establishing small rural industries thus strengthening the overall industrial development of Nepal. The activities include development, training, installation and follow-up/consultancy.
Major areas have been on biogas (now fully handed over), small water turbine driven mills, rural electrification, fibre concrete tiles and food processing. DCS is seeking to establish itself as a major institute of technology and to build up a good team of Nepali staff.

DCS is located at the edge of the terai (plains) and the climate is hot/humid about half the year and cool/pleasant the other half. It is linked with engineering industries and an apprenticeship training centre in which UMN has been involved for 26 years. DCS has a Nepali staff of 50-60 and between 5-10 expatriates.

B. The Research and Development Workshop has the goal to develop machinery and equipment which will be of use to farmers or small rural industries.
Current projects include several pieces of equipment, some already at an advanced stage others just ideas as listed below:

Low-head Hydraulic Ram Pump for Irrigation - New Project
High-head Hydraulic Ram Pump for Drinking Water - Nearly finished
Manual Operated Rice Huller - Some work to be done
General Rice Hulling Research - Much work to be done
General Oil Pressing Research - Start of 3 yr. development project
Pelton Turbine Research - New Project
Sawdust Briquetting Equipment - Possible New Project.
Food Drying Equipment - Much work still to be done.

The Workshop also provides technical advice to other UMN projects and consultancy to outside workshop.

II. **Job description**

The job involves designing and developing mechanical equipment for e.g. grain processing, water pumping, small industrial development or rural industries. The position involves taking full responsibility for one or two items of equipment, and seeing them through from concept, to design and manufacture of prototype, and field testing. The job may involve field trips. It may also involve programme administration. Training of Nepali counterparts will be an important function.

III. **Person description**

This person should be qualified to degree level or equivalent in mechanical or agricultural engineering with a good practical background. Some experience in the development of machinery would be preferable. Agricultural experience is an advantage but not essential.

The person (and their family) should be able and willing to live in a hot, semi-tropical climate.

November 1990
MECH-ENG.DCS

Gossner Mission

DEVELOPMENT AND CONSULTING SERVICES

Research and Development Manager

1. Background

a. Development & Consulting Services (DCS)

DCS focusses on the development of technologies for small industries in Nepal. The approach used has been both to develop the technologies, and to promote their use; promotion has been done either through establishing separate organisations (e.g. companies), or through training of Nepali entrepreneurs, or by its own installation programme. Major emphases have been on bio-gas, small turbines and mills, rural electrification, and cement fibre tiles. It is seeking to establish itself as a major centre for this type of work, and to build up a good team of Nepali staff. DCS is located at the edge of the Nepal Terai (plains), and the climate is hot. It is linked with engineering industries and a training centre in which UMN has been involved for 25 years. There is a Nepali staff of about 50, and up to 10 expatriates.

b. The Research and Development Manager is in charge of all R & D related activities in the organisation in the fields of mechanical, electrical, and building technologies.

2. **Job description**

The job involves the management and leadership of all research and development activities in DCS. This will include using human and financial resources in the most efficient way to achieve the developmental objectives; leadership training and encouragement of staff; and contacts with other agencies and government departments.

3. **Person description**

The person needs to be qualified at least to bachelors degree level in an engineering or science discipline. He should have about 8-10 years experience in his technical specialty but the ability to understand a broad range of technical issues. He should have at least 3-5 years at supervisory or management level, and willing to take on a challenging leadership position.
The person (and their family) should be able and willing to live in a hot, semi-tropical climate.

April 1990

R/D-MNGR.DCS

Gossner Mission

DEVELOPMENT AND CONSULTING SERVICES

Management/marketing Consultant

1. Background

a. Development & Consulting Services (DCS)

DCS focusses on the development of technologies for small industries in Nepal. The approach used has been both to develop the technologies, and to promote their use; promotion has been done either through establishing separate organisations (e.g. companies), or through training of Nepali entrepreneurs, or by its own installation programme. Major emphases have been on bio-gas, small turbines and mills, rural electrification, and cement fibre tiles. It is seeking to establish itself as a major centre for this type of work, and to build up a good team of Nepali staff. DCS is located at the edge of the Nepal Terai (plains), and the climate is hot. It is linked with engineering industries and a training centre in which UMN has been involved for 25 years. There is a Nepali staff of about 50, and up to 10 expatriates.

b. The Management Consultancy Programme aims to strengthen and assist the management of UMN related and other companies. In doing this the programme offers training and seminars, as well as responding to requests for advice.

2. Job description

The job will involve liaising with companies and offering consulting advice when requested, setting up and running training courses (short and long term courses), making links with Nepali companies and organisations in Butwal and developing ways of offering advice in management, and in sales and marketing. The concept of marketing is one that especially needs to be actively pursued.

3. Person description

The person should be qualified to degree level and needs to have general training in management or marketing. Several years experience is required, preferably at a senior level.
The person (and their family) should be able and willing to live in a hot, semi-tropical climate.

October 1990

MA-MARCO.DCS

Gossner Mission

DEVELOPMENT AND CONSULTING SERVICES
Training Consultant/Manager

1. Background

A. Development & Consulting Services (DCS) has 3 sectors:
- Civil Engineering/Materials Technology
- Electro-Mechanical Engineering/Installation
- Training/Services/Management Consultancy.

DCS focusses on the development of technology and technological services/consultancy. The aim is to work on the basis of the industrial center in Butwal and to reach out towards establishing small rural industries thus strengthening the overall industrial development of Nepal. The activities include development, training, installation and follow-up/consultancy.
Major areas have been on biogas (now fully handed over), small water turbine driven mills, rural electrification, fibre concrete tiles and food processing. DCS is seeking to establish itself as a major institute of technology and to build up a good team of Nepali staff.

DCS is located at the edge of the terai (plains) and the climate is hot/humid about half the year and cool/pleasant the other half. It is linked with engineering industries and an apprenticeship training centre in which UMN has been involved for 26 years. DCS has a Nepali staff of 50-60 and between 5-10 expatriates.

B. DCS training activities will be increasing, and therefore it is planned to set up a new training department to organise and coordinate the training needs of DCS including internal staff training.

In the past training has been given to operators and owners of micro water turbine mills and electrification units; to manufacturers in electronic controllers and in low power consumption cooking pots; to entrepreneurs in fibre concrete roofing tiles; to operators of hydraulic ram pumps; plus internal staff training. There has also been involvement in technician level and supervisory level training in local associated organisations.

2. **Job description**

To improve and promote the concept of training methodology within DCS so that technical staff are more equipped to train in their technical areas. This will be by working with a Nepali Training Officer.
To manage specific training programmes eg. Computer Training, Technician Training.
To liaise with relevant local and national organisations in developing new training opportunities in the area.
Depending on qualifications and experience, to offer consultancy to local large/medium industries in personnel development.

3. **Person description**

This person should be qualified to degree level in personnel administration, education, or a relevant technical area (plus experience in personnel or education). Their background would probably be relating to training in a technical environment or could be training/personnel orientation in other fields.

The person (and their family) should be able and willing to live in a hot semi-tropical climate.

Gossner Mission

JOB DESCRIPTION

PRIMARY TUTORIAL GROUP TEACHERS

BACKGROUND

UMN is involved in a range of Development projects throughout Nepal, in remote rural areas, regional centers, and in Kathmandu, the national centre. In most of these projects UMN has set up Tutorial Groups to cater for the educational needs of primary-aged children (5-11 yrs). The groups are run by a local management committee, staffed by a qualified teacher, assisted by parents. The groups vary in size (between 3 and 10 approximately), children of different ages, nationalities and educational backgrounds. Some groups use the childrens' own correspondence material, others prepare their own curriculum. Basic text books are normally obtained from overseas, but supplemented with locally bought material.

Most of the groups are in rural areas where living and working conditions are simple and basic.

JOB DESCRIPTION

Specific responsibilities include:

1. Taking full or shared responsibility in the education of a group of missionary children, and in the general administration of the group.

2. Ordering and/or purchasing books and equipment locally or from overseas.

3. Checking the work of local staff (eg. sweeper, gardener).

4. Arranging for repair and maintenance of school premises, through appropriate project personnel.

5. Reporting to the local Management Committee and the UMN Education Secretary.

PERSONNEL DESCRIPTION

The nature of the job and variety of children require a person who is flexible adaptable and creative. In most cases, the person will need to be able to live and work in a more remote area, living within a small expatriate team.

Primary school teacher training and experience is essential, especially in teaching basic skills to the lower primary level (5-7 years).

PTG-TCHR
4/9/1990

Gossner Mission

JOB DESCRIPTIONS

Post Title : Associate Head of English Department

Institution: Gandaki Boarding School

Location : Pokhara, Nepal

Reports to : GBS Principal

Background

The Gandaki Boarding School was originally begun by the UMN as a boys boarding School in 1966. More recently in 1985, it became the first Regional School in Nepal. As such it provides a high standard of education in English medium, good residential facilities and in 1986 became co-educational. Classes are from class 4 (10 years old) to 12. Classes 11 and 12 will be introduced over the next couple of years using the newly planned Higher Secondary Education curricula. UMN provides a small number of expatriate personnel to assist in attaining an international standard of education.

Job description

a) To be responsible, with a Nepali counterpart, for the running of the English Department. Note that GBS is an English-medium, co-educational high school.

b) To develop or adapt suitable curricula, syllabi and methods for teaching to the Higher Secondary School level.

c) To work closely, in partnership with other members of the English Department, and to train, supervise, encourage and direct them (This will lead to an eventual handover to Nepali staff).

d) To give leadership also in the development of appropriate extra-curricular activities, both within a normal school day and also in field activities.

e) To be responsible for the ordering of teaching - learning materials for the English Department.

f) To carry out teaching and other regular duties, as given by the Principal, in the normal running of the school.

Person Description

The person should have a Bachelors (or Masters) degree and teaching experience at the high school level, in English subjects. TESL training and experience would be an advantage. Work experience in a boarding school and experience in Asia are both desirable, but not essential. The person should have the ability to train and work in partnership with other staff and be willing to be fully involved in the life of the boarding school. Ability in extra-curricular activities eg. sports, craft, music, drama would be beneficial.

ASS-HEAD.GBS
April 1990

Gossner Mission

CONSULTANT LIBRARIAN

Background

Library and information resources for UMN personnel have gradually been developing and small work-related collections of books have been established in many of the UMN projects. In 1981 a library was set up at the Rural Development Centre, Pokhara, and in 1987 the former UMN Health Services Library widened its scope to become the UMN Central Library, based at UMN HQ.

Well used libraries have also been established in UMN related institutions, including Patan Hospital, the Nursing Campus, the UMN Training and Scholarship Office, the Gandaki Boarding School, Pokhara, and the Karnali Technical School, Jumla. Consultant Librarian postholders have assisted in the development of these libraries, and priority has been given to training local staff in the various locations.

In the country as a whole, librarianship is not well advanced, and many opportunities exist for training and professional input outside UMN in the wider context of educational and information resource development in Nepal.

Job Description

The Postholder will be responsible for overseeing missionwide library and information provision to UMN personnel, both expatriate and Nepali. He/she will purchase stock for the Central Library and supervise its services and organisation. The Consultant Librarian will be involved in training local staff in Library skills as well as in library user orientation/education.

The Postholder will assist in the development of library resources and the acquisition of materials, their organisation and exploitation in other UMN projects and in UMN related institutions.

As time permits, he/she will assist in the development of libraries and librarianship outside UMN, and in formal and informal training of local personnel as appropriate. Liaison with libraries in other institutions, government and non-government organizations, etc. in order to cooperate in the sharing of resources will be required.

Person Description

The Postholder should have a professional qualification/degree in librarianship together with rounded work experience, preferably in academic and/or special libraries.

A flexible and adaptable approach is essential for coping with widely varying work and living situations, and limited resources. An interest in teaching/training in library skills is essential, and experience in formal training would be an advantage. He/she should be willing to travel, and spend periods of time in projects, some in remote areas.

The ability to work on own initiative in a professionally isolated situation, and to identify and respond to opportunities for new involvement, would be required. The Postholder should be able to form good working relationships with both library staff and users in each location and for this a reasonable ability in Nepali will need to be attained.

Gossner Mission

BUSINESS MANAGERS/ACCOUNTANTS/ADMINISTRATIVE OFFICERS

Background

UMN is involved in the development of both urban and rural communities in Nepal through a number of community health and rural educational, agricultural and industrial programmes. These programmes are situated in urban and semi-remote to remote areas. UMN has its headquarters in the capital city Kathmandu. Business Manager/Accountants are required for some of these programmes.

Tasks will vary depending on the nature of the project, but in all projects there will be a need for prompt and efficient maintenance of accounts, planning and budgeting. In some cases, co-ordination with the headquarters Treasurer's office and some other departments/member organizations also will be called for.

Job Description

Business Manager/Accountants/Administrative Officer will be responsible for establishing and operating financial accounts in accordance with guidelines established by the UMN Treasurer's office, including preparation and distribution of monthly and annual financial statements, and annual programme budgets, operation of bank accounts, monthly reconciliation, collection and accounting for fees, making payments, internal audits twice yearly, and control of expenditures by a standard procedure to approve payments.

They will also manage staff under their supervision, and manage/maintain buildings and equipment. Management of personnel will involve recommending to the Project Director appointment, promotion, and/or dismissal of Nepali staff, interpreting and applying employment policies, training other business office personnel, and interpreting UMN Committee actions.

They will maintain and manage property, by supervising the stores purchases and inventory, giving overall direction to workshops, negotiating and signing lease agreements for housing, collecting and paying rents, arranging for necessary maintenance and repairs on housing, and keeping an up to date inventory of all housing furniture and equipment. They will be members of the Project Management Committee, and the local Area Housing Committee, besides chairing the Provident and Revolving Fund Loan Committee. They will perform such other duties as negotiated with the Project director.

Person Description

The persons should have suitable qualification to degree level or equivalent in accountancy, and practical experience. They should be able to organize and train others, and to communicate in an effective way. In some cases, they will need to cope in remote/semi-remote areas. In all cases, a good business head, with planning and budgeting strengths will be major criterion, along with flexibility and the ability to adapt to an Asian environment, as appropriate. Skills in dealing with employee queries, grievances and problems over pay and employment terms will also be necessary in most locations.

November 1990

BUN-MNGR

Gossner Mission

2/31-5

THE UNITED MISSION TO NEPAL

Executive Director: Mr. E. Metzler
Treasurer: Mr. L. Miller

Telephone : 212179, 212131, 212668.
Telex : 2315 UMNEPA
Telegrams: UMNEPAL
Location: K-1-325 Thapathali
Mailing address:
POST BOX 126
KATHMANDU, NEPAL

Eingegangen
7. Mai 1990
Erledigt:.....

27 April 1990

NEWS RELEASE

The United Mission to Nepal (UMN) Executive Committee meeting in Kathmandu, Nepal, April 26 - 27, 1990, reviewed the recent political developments in Nepal and issued the following statement:

STATEMENT OF UMN EXECUTIVE COMMITTEE - 27 April 1990

1. We rejoice in the prospects of religious freedom in Nepal as the new government revises the constitution to assure full human rights for all citizens. We pray that this process will move forward as quickly as possible and that all prisoners of conscience on religious grounds will be released immediately.

2. At this time of historic change in Nepal, we invite Christians worldwide to join with us in :
   a) thanking God for the example of Nepali Christians witnessing to their faith under difficult circumstances,
   b) praying for those who rule in Nepal that peace and justice may prevail,
   c) respecting the integrity of the church in Nepal and the decisions of Nepali Christians in how they respond to the emerging situation,
   d) supporting unity among Nepali Christians, not imposing denominational or foreign organizational divisions on the Nepali Church,
   e) working cooperatively and in consultation with the Nepali Church in responding to any future opportunities to assist the church in Nepal.

3. The United Mission to Nepal, respecting the laws of the land, is committed under God's guidance to continue its work with the people of Nepal in the development of their country.

The UMN has worked in the country for 36 years. About 275 expatriates in government approved posts currently serve in the areas of education, engineering & industrial development, health services and rural development. UMN is sponsored by 39 church agencies from 19 countries in Asia, Europe and North America.

E Metzler

Gossner Mission

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THE UNITED MISSION TO NEPAL

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Executive Director [illegible]
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POST BOX 126
KATHMANDU, NEPAL

*** NEWS-RELEASE ***

For immediate release
16 April 1990

NEW SENSE OF FREEDOM IN NEPAL

Several hundred Nepali Christians walked in procession through central Kathmandu on Easter Sunday. This witness was the first of its kind in Nepal and reflects the new sense of freedom since the ban on political parties was lifted.

The group of Christians stopped nearby the royal palace to sing and pray, carrying signs about the Easter message. One sign also called for freedom of religion.

There was no interference from the authorities, surprising in a country where even conversion is prohibited by the law.

As political restrictions are being lifted in Nepal, Christians now are hoping they will be able to express their faith more freely.

(over)

Gossner Mission

The opposition parties will likely favor Nepal becoming a religiously neutral state - a shift from its present status as an official Hindu Kingdom.

The worldwide wave of democracy movement seems to have reached Nepal also this spring. After two months of intensive protest actions and unrest in the country, King Birendra on 8th April promised a constitutional change towards a multi-party system.

This was greeted enthusiastically by the Nepalese people, who have gone through a worrying time with imprisonments and loss of lives. Among the celebrators were six Nepali Christians, who were singing hymns outside the palace.

"I felt both free and happy when this message came" says a Nepali who works for the United Mission to Nepal (UMN) and has been sentenced to a year in prison because of conversion to Christianity. "Now we just hope it will continue in this direction."

Another Christian, politically active in the Congress Party, believes that all religious prisoners will be released: "It may take some time for those who already have a court verdict, but others may be free very soon."

"The prospects for human rights have become better" says Edgar Metzler, Executive Director for United Mission to Nepal "although the social stigma on Christians as following a foreign religion will probably remain for a long time".

The United Mission to Nepal has been able to continue most of its work during the last two months of strikes and political violence, although there has been extra pressure on the personnel, especially during the final curfew weekend.

"UMN continues its commitment to serve the people of Nepal, and will be seeking ways to establish relations with whatever new government emerges", states Metzler. "We pray that new freedoms will result in greater development for all the people of Nepal."

(END)

(Photos of the Easter procession and Nepalis celebrating the new political changes are available)

N.B.! We have just learned that Associated Press (AP) sent out a story and photo on April 15. Maybe available from your local AP office.

Gossner Mission

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In an effort to stop the demonstrations, the King installed a new Prime Minister on April 6. But this was not enough for all those who had risked their lives for a new political system.

A huge mass meeting turned into a severe clash with police and army. Dozens were reported dead and many injured, also one foreigner killed. The next day Kathmandu and Patan were put under a total curfew - an unexpected experience in Nepal, a country which internationally claims to be a zone of peace.

For two days the streets were patroled by army soldiers, no-one was allowed to leave his house. People were not allowed to be seen even on roofs or in windows.

Firing was heard several times and probably some hundred people lost their lives all over the country. Six people are reported being killed after the King's announcement - because the soldiers did not know what had happened and acted as if the curfew was still in force.

The death toll for the two months of struggle for democracy is unknown, some estimate it in hundreds. Thousands have been reported imprisoned for shorter or longer times. There have also been reports on torture and bad circumstances in the overcrowded prisons. The government has now announced that all political prisoners are being released.

(April 16, 1990)

For further information, contact:
Olof Konneback
Information Officer

United Mission to Nepal
Box 126, Kathmandu, Nepal
Ph: 215370, Telex: 2315 UMNEPA

Gossner Mission

RECENT DEVELOPMENTS IN NEPAL - BACKGROUND

The lifting of the thirty year ban on political parties on April 9 caused a massive celebration. The streets of Kathmandu were crowded with hundreds of thousands of happy Nepalis.

The atmosphere was overwhelming with slogans like "The people won! We have got democracy!" A banner on top of a statue proclaimed "People Power". According to old traditions, the victory was celebrated by throwing red colour powder on one another.

The political flags, which had been totally forbidden, were now seen everywhere: on cars, motor-cycles, royal statues and in the hands of young and old. There was the Nepali Congress' red and white flag, but also many red communist flags.

When the hammer and the sickle are being taken down in the rest of the world, they are hoisted as symbols of victory in Nepal! (Maybe a sign of Nepal's age old determination to follow its own way - more or less unaffected by the rest of the world.)

After two months of illegal strikes and various protest actions, the Nepali Congress in coalition with the United Leftist Front finally achieved its first goal - the right to exist.

"This is only the first step" says a Congress supporter. "But we are expecting the panchayat system to be dissolved and a new election soon to be held."

On April 16 the King announced that the old partyless panchayat system was entirely dismantled and an interim government was being formed.

But under the joyous surface, some suspicions are to be found: "We are fifty percent sure" says another Kathmandu citizen. "Indirectly the King has promised multi-party system and full democracy. But how much will come to reality - that remains to be seen." (over)

Gossner Mission

2/31-5

United Mission to Nepal, Box 126, Kathmandu, Nepal, March 5, 1990

Eingegangen
2. April 1990
Erledigt

NEWS AND PRAYER LETTER (1/90)

Dear Friends:

Thirty-six years ago on this date, the UMN was founded. As I write this letter for the first time, I am reminded of the women and men of vision and commitment who over the years have responded to God's call to work with the people of Nepal. Today UMN faces new opportunities in changing circumstances. Pray that we shall have the creativity and faithfulness to live out the vision needed for the days ahead.

Yesterday, Sunday, March 4, a large gathering of the UMN family had a fellowship service in the headquarters garden. It was a beautiful day that made us forget the chill dampness of the Kathmandu winter and corresponded with the warmth of the fellowship and worship. Erling Wennemyr preached, reminding us of the biblical vision which pulls us into the future.

A special part of the service was a farewell tribute to Howard and Betty Barclay. Several long term associates, Bir Bahadur Kawas, Margaret McCombe, Odd Hoftun, Valerie Colett, and Betty Young, gave their impressions of the long years of service the Barclay's have contributed to Nepal. It was a time of expressing personal gratitude for their friendship and thanks to God for their enthusiastic and steadfast labors through UMN for the people of Nepal. After a trip to the Holy Land, Howard and Betty will return to Nepal to visit some of the projects and participate in the Annual Workers' Conference before departing May 17 for a well-deserved retirement (more likely change of service venue!) in Australia. Our best wishes and prayers will go with them.

In the early part of the service Howard conducted a comissioning for my new responsibilities as his successor, which I officially assumed March 1. Afterward someone asked me how it felt. My first feeling was like that of the prayer of the Breton fishermen: "Dear God, be good to me. The sea is so wide and my boat is so small." The second feeling might be expressed in an Afro-American folk prayer: "O Lord, help me to understand that you ain't gonna let nothing come my way that you and me together can't handle." I have experienced a great sense of support from the competent, dedicated staff of UMN, the Board of Directors, and tne prayers of many. Thanks much.

Now, some specific items for your information and prayers.

1. The <u>current situation</u> of political unrest in Nepal has thus far not directly affected our projects except for the inconvience caused a few employees due to disruption of transportation. Our agreement with the government stipulates that we will not engage in political activities. We do seek to continue to fulfill our purpose of serving the people of Nepal. In a Nepali congregation last Sunday the preacher's text was Proverbs 21.1 "Like flowing water is the heart of the king in the hand of Yahweh, who turns it where he pleases." Then the congregation prayed for the King and for the country. Let us join them in those prayers.

2. The <u>new agreement</u> with the government has been considered by the various ministries and may soon be forwarded to the Cabinet for final approval. We have been assured there are no substantive changes, but we are concerned about the exact wording of the final draft. There is also the question of whether it will receive prompt attention at the Cabinet level in view of the Ministers' likely distraction with the political situation. Since our present agreement expires May 26, there is still much to pray for in this critical development upon which our future work depends.

Gossner Mission

3. The status of religious freedom is receiving more attention inside and outside the country. Recently an Australian church leader was able to make a presentation on the situation of Nepali Christians to a United Nations forum on human rights in Geneva. A local magazine has published a special issue on human rights with extensive reporting of Christians jailed and with court cases pending. Some Nepali church leaders have a growing conviction that the church should make a more direct appeal to the government. Pray that they will have wisdom in this sensitive matter.

4. The public profile of UMN has increased in recent weeks with visits of the King and Queen to UMN projects and several favorable references in the local press. His Majesty toured the various technical projects at Butwal and showed great interest in these development projects. The Queen visited the Tansen hospital. It may be that more openness in interpreting what we are doing and increased communication with the general public, the government, and other development agencies here can enhance the fulfillment of our mission. The other audience for more information is all of you and the total constituency of our member bodies. Your suggestions as to what would be helpful and your prayers for this area are needed.

5. Plans and budgets for the new fiscal year (which begins mid-July) are very much on the minds of headquarters staff these two weeks. This is the time of the year when the planning of the projects is coordinated for presentation to the Executive Committee. For me it has been a quick way to get a comprehensive introduction to the complex range of UMN ministries. I am impressed by the thorough work done by all those at the project level in planning for their future activities. The secretaries of our four departments -Education, Engineering and Industrial Development, Health Services, and Rural Development- have the demanding task of bringing these together in a format that allows the Executive Committee to readily exercise their review and policy functions. The Coordinating Committee will try to look at the total scope and direction in terms of how our planning relates to our goals for being in Nepal and lift up the questions of mission and development strategy for guidance from the Executive Committee and the Board. Pray that God will enhance whatever gifts of administration we have been given and that we shall always view these management tasks as tools and instruments the Holy Spirit can use to advance God's Kingdom.

6. The UMN Finance and Executive Committees will meet April 24-27 in Kathmandu. The needs in Nepal seem endless. Our creative and energetic workers come up with good new ideas to address those needs. The Executive Committee helps us sort out priorities and set new directions. Your prayers can help in that very necessary process.

7. Information about UMN is available in three booklets of which we have abundant stock: Introducing Nepal and the United Mission to Nepal, Your Questions about Nepal and UMN and the 35th Anniversary Booklet. Let us know if you can use copies of these. To save postage we could send some quantities, if requested, through member bodies.

8. The Annual Conference has been a time when the total UMN family gathers each year for fellowship, inspiration, and mutual discussion of the work of UMN. Last year the conference had to be cancelled, mainly due to the shortage of fuel during the border difficulties with India. So there is an extra sense of anticipation about the conference now scheduled for May 10-17. The timing of the conference, in view of the progress on the new agreement, may be especially important for the morale and future planning of all our workers. Pray for those making preparations and for the conference while it is in session.

Your support and prayers give us courage and strength and hope. May the grace of God be with you in your place of witness and service.

Yours in Christ,

Edgar Metzler
Executive Director

Gossner Mission

SUMMARY
REPORT ON LOP REVIEW (20/11/87)

Information for this review of the UMN's Language and Orientation Programme (LOP) was gathered over a three-year period from the following sources. Some of the findings are given below.

Human Resources Management Study (HRMS);
Language Frustrations Questionnaire (follow-up to HRMS);
LOP Review Questionnaire; and
Interviews, observations, and experience of the Language Consultant and other person related to the LOP.

The Human Resources Management Study of 1985/86 had two components: notes from interviews and data from a written questionnaire. Of six questions in the latter related to language and orientation two had average values indicating dissatisfaction. They ranked first and fifteenth among all the questions in degree of dissatisfaction. The first, *'Frustrated by Nepali language limitations'* is the subject of the more detailed 'Language Frustrations' study at the request of the Executive Committee, reported below. The fifteenth was, *'inadequate language instruction after assignment'* with a value of 2.82 for all and 3.01 for males, presumably reflecting the higher pressure of work for husbands than for wives. The Liechtys considered these two interrelated in their observation that,

> *"(one factor which) could lead people to leave the mission field prematurely ...(is) frustration over continuing language inadequacy due in part to lack of ongoing language instruction after the (Basic Course)."*

They also made particular mention of problems for mothers:

> *"Quite a few families have a difficult time balancing the needs of children with study demands...more often than not, it is the mother's language progress which suffers most,"* and *"Housewives especially seemed to get little or no encouragement to continue formal studies."*

They made two recommendations for the LOP:

"13. Develop a specific plan for supporting and closely monitoring the adjustment of each individual during the LOP; and
20. Strengthen the policy which allows time for language study after beginning a regular assignment. Insist that it be observed throughout the Mission."

A follow-up questionnaire, *"Why are we 'frustrated by Nepali Language Limitations'?"* was distributed mission-wide and got extremely good response (213 responses, many with thoughtful extra comments). Project-wise it is clear that many in HQ (58%) and the Gandaki Boarding School (57%) feel that their work situation does not encourage speaking Nepali, whereas virtually everyone in most rural projects finds it necessary to speak Nepali at work. The level and focus of language frustration appears to vary according to the number of years the respondents have been in Nepal. Twenty-five percent of those in their first year say "I don't feel frustrated", but this declines to 9% and 3% in the second and third years before rising again to 21% and 33% in the fourth and fifth years. A positive attitude towards language learning as a life-long process is high during the first year (58%) and declines steadily into the fourth year (32%) before it rises again (40%-70%) among 'senior' folk. Frustration with language at work decreases sharply (from 40% to 15%) after the first four years, but concern about Christian expression stays high (50%-60%) until the 'over 10 years' category (30%)

Written comments point up several types of problems. 40 comments related to the lack of study time or enforcement of the language policy. 19 people write that work load prevents them from taking time for the language and 3 comments speak of the pressure from family responsibilities. 20 comments refer to lack of personal

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motivation to continue studies when pressures and other interests develop. 25 comments refer to content: they need village, spoken, professional, or Christian styles and vocabulary.

The LOP Review Questionnaire being quite comprehensive and very long was eventually divided into three segments and given to some people in Kathmandu and in several representative projects. There are 20 to 30 responses on most questions except the LAMP section (43 responses). Personal goals of the respondents gave priority to relationships (marked by 17 respondents) and to personal health (17) while the respondents perceived the UMN and their sending bodies as giving priority to service (17 & 15 respectively). The LOP was felt to give low importance to personal health (2) and support of the Church (2). Almost all felt inadequate in the language of Church and witness. Most felt that the LAMP track had been good for the LAMPers' adjustment, Nepali relationships, language and work. On hindsight, 14 respondents would choose LAMP and 29 the classroom method. 19 of those choosing the classroom method would prefer residence with or living close to a Nepali family rather than guesthouse accommodations.

Below are some of the proposed changes to the LOP (c.f. *Learning in Society*).

Objectives:

The UMN LOP should help learners to communicate effectively in work and community, giving higher priority to language and culture learning as a means towards close relationships with Nepalis. Accordingly, the learning environments, methods and materials need to help them develop communication and relationship-building skills rather than mastery of particular books. They need to be evaluated in terms of general language proficiency rather than memory of specific content. In addition to mission-wide minimum standards and allowances based on expected length of service there should be higher minimum and normal standards for certain posts. Special training and materials should be provided for short term workers.

Choice and Responsibility:

Since the UMN recruits mature and highly trained workers who are highly motivated and have strongly developed personalities. It is best to allow choice of methods (LAMP & Classroom) and living arrangements (Nepali host families & guesthouse). The sense of responsibility that comes as a result of choice is also beneficial.

Support and Training:

There should be a supportive atmosphere with training towards independence rather than one of restriction and force. The five-month Basic Course should include training in learning methods such as the 'learning cycle' so that learners can develop their own individualized materials, learn independently if no teacher is available, or even go on to learn something of languages or dialects for which there might be no trained teachers or materials.

Time Allowances:

Time allowances have generally been reduced in anticipation of a more effective program and training. But special allowances have been defined for several cagtegories of people such as 'career' appointees, parents, and those in posts requiring superior language skills. A system of six-monthly learner reports and plans will help to ensure that those engaged in part time study actually get and use their time allowances. With the reduced allowances being more 'realistic' we expect work supervisors, Project Directors and Functional Secretaries to help ensure that language study time is available and used for that purpose.

Relevant Teaching and Materials:

There should be increased opportunity and support to learn professional language and the language of Christian expression, both during the Basic Course and at advanced levels. Specialized and advanced 'modules' should be developed and efforts made to teach them in a group environment which would be more interesting than the current pattern of only individual lessons after the Basic Course.

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Human Resources Management Study - Report as at November 1987

This report follows the Recommendations set out on pages 32-35 of the HRM Study and outlines action taken since July 1986.

General Comment

We have had new people in the position of Functional Secretary in Education, Engineering and Industrial Development, Rural Development and Health, therefore this has been a 'settling in' time for them; much effort and energy has gone into aquiring a grasp of the work being undertaken and getting to know the people involved, the ways of doing things in UMN, and building relationships with HMG (and coping with the changes in HMG officials). They have also had to to cope with a heavy load of sickness and repatriation this year, which has had impact.

In the second year in their jobs, Functional Secretaries will be better placed to report on applications and progress in achieving desired results.

Our internal Management Consultant took up duties in May 1987 to act as a facilitator in project meetings and to discuss local responses.

Looking Ahead

An Assistant to the Executive Director will commence work in January 1988 with special responsibility for overall planning, looking ahead, and contemplating the larger issues.

At the same time considerable work has been done in the Projects and at Functional Secretary level in Engineering and Industrial Development, Rural Development and Health. Education plans continue.

Problems and challenges are tending to surface earlier than before and are being tackled earlier.

Range of Leadership Gifts

We have a good and varied leadership team at Functional Secretary level, but need to build up supportive strength in Engineering and Industrial Development and to find leadership in Health Service. There is good strenth in the middle ranks of health work and rural development work.

We continue to encourage Sending Bodies to recruit people with a range of supervisory/administrative skills in addition to technical skills. Personal visits by Secretaries/Directors of Sending Bodies have been a most useful means of contact.

Once Functional Secretary leadership stabilises, a survey of skills/ shortfalls at this level would be helpful.

Human Relations Skills, Professional Skills, Spirirtual Strength

All three aspects are looked at closely in selection. Overall, the present skills situation appears to be good at Functional Secretary and Project Director level.

Initial Assignment and Transfers

LOP people now commence talking and building relationships with Functional Secretaries during the first month of arrival. They are advised of appointments as soon as determined (subject to changes outside of our control, eg sickness, HMG directives etc). Usually, this is prior to village stay and work experience (fourth month).

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Functional Secretaries and Project Directors sound out expatriates in the early stages when transfers are contemplated. This has been very time consuming but worthwhile in diminishing difficulties arising over transfers (it has not entirely eliminated them!).

Those involved in personnel planning are looking further ahead than previously, particularly with regard to key posts. However, unexpected illnesses, delays on returning and unforeseen departures have been heavy problems, and the 'flow-on' effects are still being felt in some areas.

Unfortunately, it is not always possible to match assignments with appointees' training and experience because of the restrictions on our work here. Basically, we need people whose attituded is "what can I offer the UMN and Nepal?" rather than the attitude of "what has this organisation/project/hospital got to offer me?" (We get a number in this category!). Nevertheless we endeavour to match demand with abilities and to continue to encourage control of both the amount and diversity of work undertaken at specific locations, to achieve this end.

Progress has been made in reducing frequency of transfers principally by encouraging Sending Bodies to allow furloughs of three to four months after say twenty one or twenty four months, which allows appointees in senior postitions to return to the same post.

Most Project Directors are planning to return to Nepal for a further term of service, which is helping continuity, and encouraging the development of Nepalis.

In-Service Training

From July 1987 the Management Consultant has been available to visit projects to provide advice. Management Skills workshop, Leadership Training and Business Manager Seminar have taken place, in co-operation with the Functional Secretaries. Workshops in team building and writing job descriptions have been conducted in two projects.

Job Descriptions

Job Descriptions and supervisory plans are being developed in Butwal, Andhi Khola, RDC Pokhara and Surkhet. Other projects have done partial work in this area.

Preparation of accurate job descriptions for recruitment is a priority. We would like to have them available by mid 1988 and the remainder job descriptions complete by mid 1989.

Dealing With Our Staff

Supervisory strength is being built up in Head Quarters, to allow time to visit project people in their work place.This encourages communication and discussion of issues.

Unfortunately, we have been under pressure in the Psychiatric and Counselling area, and unable to meet the range of demands here. Efforts to recruit experienced people are continuing. Our special thanks go to those who have "held the fort" over the past year.

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The question has been raised, however, whether we bend over too far in our efforts to satisfy some people's expectations, compared with what they could reasonably expect in normal employment. Bearing in mind the limited resources available to UMN, how far do we go?

Decision Making Processes

We are just entering the new phase of decision making, and it is early to attempt an evaluation.

However, the recommendation on increased involvement in decision making and that on too many meetings and committees (on which action has already been taken) are difficult to reconcile. In principle we are encouraging the delegation of authority to projects so that they can get on with the job within agreed parameters, and develop those structures at project level that give people maximum involvement in matters affecting their work environment.

The use of professional advisory groups is being encouraged.

Grievances

There do not seem to have been significant problems here over the past year. Appointees have access to Project Directors and Functional Secretaries in the first instance, or to the Personnel Secretary and Executive Director in the second instance, and to the Executive Committee in the third instance.

The Role of Spouses

We have not been successful yet in placing a part-time person in Personnel to concentrate on the role and place of women in the mission. We have, however, emphasised the value of the family support given to postholders and will continue to look for ways and means of expressing appreciation of the contribution of families to the work in Nepal.

Sending Bodies are being advised about our policy of assigning either a husband or a wife to a regular post. A number of double postings have been arranged, where this has been possible but it tends to be the exception.

A document on 'unassigned spouses' is in the hands of Member Bodies, and a 'job description' is being drafted in one of the projects.

Excessive Committee Structures

Committees, where retained, have been reduced in size and sharpened in focus.

Progress During Language and Orientation

We have an experienced Orientation Supervisor who is anticipating and following up problems.

A language Aquisition Review has been completed and recommendations put to the CC.

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Psychiatric/Counselling Help

Much effort has gone into counsellor recruitment, but without much long term result to date. An experienced woman counsellor will arrive in January 1988; and experienced couple is being sought. An additional psychiatrist will be available during 1988 (short term).

Bible Studies, spiritual retreats are being offered to Projects.

Seminars on interpersonal relations, cross-cultural relations, lifestyle issues are dependent upon facilitators being offered to UMN, (short-term offers welcome).

Sensing Problem Situations

Increased contact by Functional Secretaries, working with Project Directors, are channelling problem situations through line supervisory relationships earlier than before. The Personnel Section is consulted as needed on possible solutions, which are then implemented through the line. There is an increased tendency for appointees to consult Personnel if in doubt about what to do. Likewise the Personal Counsellors/Psychiatrist refer matter to Personnel for follow up if appropriate.

Guest house Hostesses

A "back up" reference person is now available to Hostesses, also a relief hostess to enable days off to be taken. A Nepali Guest House Manager has been appointed and has already taken over much of the day to day work at Prem Sadan. However, 1988 will be a difficult year with hostess leaving and a shortage of people offering for service.

Central Services Department's Role

CSD has now been absorbed into Missionwide Support Project and the new MSP Director has been addressing these problems. We will, however, be dependent upon suitable support staff becoming available to enable the issues to be taken up fully and good communications maintained. The MSP is an experienced project person.

Kathmandu Valley - spiritual, social, recreational needs

A network of Area Service Officers (by projects) has been set up in Kathmandu to encourage the formation of caring groups who will work at meeting some of the spiritual, social and recreational needs of UMN people. In this field, the ASO's are working closely with the Project Directors.

Further work needs to be done to encourage a team feeling and to help appointees discover the opportunities in the communities around them.

Medical/Dental Needs

Medical and Dental referrals are now available in Kathmandu thanks to the hard work of our Medical Advisor, together with a number of Doctors, Dentists, and the Open House Nurse.

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Time for Language Study

Concerted efforts have been made by Project staff with good language (and by short termers) to allow new appointees their language study time. Not all seem to have availed themselves fully of the opportunities given, however. Providing opportunities does not always produce the results!

Relationships with Church Leaders

Good, open relationships seem to exist with Nepali church leaders, particularly at Executive Director and senior staff level. Two meetings have been held, drawing the groups together.

Nepalisation

The question and meaning of "Nepalisation" is a broad one and is not simply a matter of replacing expatriates with Nepalis whose "ethos" and beliefs differ from the "ethos" we wish to encourage. There is much work to be done in this area, but on a practical level we have been encouraging our people to look for promising people in the community and to provide opportunities for training and experience within UMN programmes.

Action During 1988

Views accross the mission vary on further action arising out of the HR study. Some feel it is time to 'put the study behind us and get on with the job'. Others feel that only some areas have been covered satisfactorily.

Notwithstanding this, the principles need to be kept before our people in responsibility so that effort continues to be exerted in these areas. Areas for follow up have been mentioned in the body of the report.

Some projects have held meetings to discuss the study and its outcome as it affects the project. It would be good for all projects to do this.

Also, feedback could be received from visiting resource people, eg Dale and Laura Schumm (MBM, USA) who are experienced in 'sensing' staff climates.

There is much statistical data available from the study that has not yet been analysed, this could be a useful exercise.

Graeme D Gugeri

Gossner Mission

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November 1987 (Board of Directors)

PROGRESS REPORT ON THE UMN MANAGEMENT STUDY

Compared with this time last year, UMN seems to have a tighter feel about it and seems to be more in control of what is going on. Problems are rising to the surface earlier than they tended to, and we are able to look at workable solutions earlier than before.

During the year we have coped with some significant difficulties, mainly arising out of the loss of staff due to illness, accident, or the need to return home. This has severely affected our ability to place people in key positions. Yet the work has gone one.

There are four areas which seem to have been under special pressure; Jumla, Andhikhola, Amp Pipal, and the Health Services Office. Spiritual opposition seems to have been strong, and in some areas efforts to find suitable people to fill key positions has been unrelentingly unsuccessful.

Running briefly across our major locations, the following seems to be apparent.

Surkhet A year of practical achievements. An enlarged team of Nepali workers is in place.

Butwal Running well. Companies have had a good year and regained lost ground in some instances. There is a serious concern about lack of orders for the new year.

Andhikhola: Engineering side progressing firmly, and problems being solved as they arise. More work needs to be done on the on the irrigation side and there have been problems in forestry, however, there appears to be a path ahead.

Tansen Hospital and CHP running well. Hospital work load heavy. The team is looking ahead, anticipating pressures likely to come upon them.

Pokhara RDC - revamped. Numbers reduced to match expected work loads. Much difficult and good work done here.
GBS - Running well. Need to keep up our expatriate input in the school.

Jumla Under pressure from the amount of work needed to be done, and a shortage of suitable experienced people to hand.

Amp Pipal Have coped with the loss of Project Director, and others have taken up the tasks. Good spirit developing.

CDHP A year of consolidation with good PMCs. Future manner of undertaking development work in the hills under discussion.

Patan Hospital Much effort has gone in to team building, and results in early stages are encouraging.

MSP Activities formerly under the Executive Director have been taken into MSP, while other work in continuing. A big job.

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HQ Increased ease of communication and working together is being felt as a result of bringing the functions together in the one location.

Okhaldhunga - Running well but has just lost one of its key doctors.

Secondments: Secondments to IOM are being reduced through retirements. Education secondments on hold awaiting agreement with the Education Ministry. Need to emphasise this important aspect of UMN involvement.

New approaches are being developed for small team outreach in rural areas. The Companies are looking into the possibility of Jhimruk Khola taking up their engineering capacity as Andhikhola Hydel comes closer to completion. HMG's intention in this area needs to be worked on.

Eighteen months ago the Mission was expanding strongly, almost solely within existing projects (400 expatriates towards 600! Now numbers seem to have been stabilised. This has its tensions which surface periodically!

This slowing down seems to be have been timely in view of HMG's current attitude toward the number of foreign advisors in the country. Also, it seems sensible in light of the limited manpower resources available to us at an experienced level. The future, however, may be different.

The challenge is to be responsive to the needs of HMG, to look at the way ahead carefully, to be sensitive as an organization to the prompting of the Holy Spirit and to encourage flexibility of approach. Otherwise, we will become irrelevant.

UMN as an organization is probably now in a position where it can respond to directives because the organizational structure is relatively simple but it is a position which can be easily lost or eroded away.

Flexibility and responsiveness has been demonstrated at the UMN Board level, the Executive and Finance Committee level, the Executive Director level, Functional Secretary level and the project director level. All of this is promising. Yet, one senses that when we get together as a body of Board Appointees, then there tends to be a certain inertia, perhaps a lack of trust, and a lack of willingness to set guidelines and allow people to get on with the job, all of which is a challenge! Also, the feeling of loss of involvement in central levels and the loss of interproject knowledge needs to be worked at.

Last year when the Dutch government aid (PSD) evaluation team looked at UMN, their Management Consultant's strong recommendation was that UMN needs to choose those activities that it does well and to concentrate on them, rather than attempt a diverse range. This is good advice and applies both centrally and in the projects. It flows on from the relative lack of experience of many of our people and the turnover that we seem to be subject to. The diversity of our work makes UMN complicated to run. This will be particularly so if we attempt to run it by heavy use of committees. The resulted work loads are punishing on the scarce administrative resources we have available to us. It is a weak point of the system and needs to be carefully watched.

Yet at the same time it is equally important to hear what our people are saying, to respond to what they are feeling, and to involve them.

So, we need to work at a reasonable balance between involvement/participation and the ability to get things done.

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Looking specifically at the past year in relation to the Management Study, we see:

Projects have been encouraged to control their work loads. Nearly all have.

Functional Secretaries have worked strongly at obtaining agreements (some progress but nothing finalized to date)

The size of UMN has been held steady

We have not had the opportunity to move ahead at Jajarkhot (the holdup is an agreement with the Education Ministry)

Projects have been working with Functional Secretaries on the organizational Structure most suited to their particular projects (progres in the health area has been delayed because of the staffing situation)

The diversity of activities in many projects seems to be manageable at this point in time, others will need attention.

The first Extended Coordinating Committee has been held (reporting in the main; the planning emphasis will come in April). Important issues tended to rise to the surface quickly, and the action necessary became apparent. They were surprisingly brief, but effective for grasping the state of projects, and imposed less strain on the participants than the former round of Functional Boards and the Integrated Development Committee. Much ground work had been carried out beforehand in discussions between Project Directors and Functional Secretaries. Nevertheless, the relevance of reports and the planning process needs to be more clearly tied to the amount of time (and disruption of work!) needed to prepare them.

Reactions to the changes: Some points of concern have been raised. There has been a felt lack of communication between projects since the disbanding of the Functional Boards and an apprehension that too much power may be being centralised in the ECC. Will it be open to autocratic handling? Do the Functional Secretaries have the professional ability to represent and monitor the projects fully?

One project has commented that we are still going through a learning experience arising out of the implementation of the report, and it will take some time before we can really evaluate how things are going.

Other aspects have been felt worthwhile, though there has not been extensive comment.

Professional/technical advisory bodies are starting up in the rural and educational areas. These have made useful contributions, and this importance and standing in the organisation needs to be emphasised.

The Executive Director now has seven people reporting to him, on a consistent level. An Assistant to the Executive Director will commence work in January.

There are clear reporting relationships between the Executive Director, Functional Secretaries, Projects Directors (a former Functional Secretary states that this was always intended, even when introducing the concept of Functional Boards).

The size of committees has been reduced to the numbers essential to their Function. (The Executive Committee is the exception!) There has been a noticeable improvement in focus, productivity and, pleasingly, Nepali participation (where present).

Rural Development has been separated from Engineering and Industrial Development. Health Services will probably require a Secretary, Assistant Secretary and Administrative person as these become available on a long term basis.

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The planning process is currently being looked at with the view to highlighting important matters for consideration and decision making at Executive Committee level. A new simplified format is being tried out, but needs further discussion because of the variety and types of programmes we undertake. Significant matters will pass through Executive Committee to the UMN Board for discussion.

Membership on the Executive and Finance Committees is now four years.

The process of delegation of authority to projects (and an agreed mutual understanding of this) needs to be developed along with appropriate reporting accounting and personnel policy procedures. This is a task for 1988.

Project Director turnover is improving substancially. Most projects are operating within the project director's comfortable cabilities. A start has been made on training. There is more work to be done on the organizational complexity of some projects but progress has been made generally. Project meetings need to have a higher profile as the initiating point for ideas and communication. Revised furlough times (3 or 4 months) have been implemented widely and been well received.

We are still praying and looking for potential leadership people at Project/Functional Secretary level in the Engineering and Industrial area and in the Health area.

There has been a strong emphasis on Functional Secretaries spending increased time with Projects (pressures in the Health area have not permitted this to the same extent).

In conclusion, it should be pointed out that where progress has been made, it is largely attributable to the work of Functional Secretaries and Project Directors and project people. Because of pressures in Personnel and other work, it simply has not been possible to get around the projects for the implementation and communication normally associated with this type of change in an organization. Our people have shown a great deal of patience in accepting the situation.

G. Gugeri 20/11/87

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Personnel Report (Board Meeting - Nov 1987)

Over the past twelve months effort has been put into providing a consulting role for Functional Secretaries, Project Directors, and expatriates, especially concentrating on giving people the time and personal attention needed to settle to new positions of responsibility and to deal with problem situations. We have attempted to serve as a channel by which functional administration is encouraged to maintain an awareness of what our people are feeling and thinking, as well as facilitating the appropriate placement of people. Also, work has continued on implementationof the HRM study and the UMN Management Study, although not with the degree of consultation desired because of the volume of day to day work.

Overall, there has been a deliberate slowing down of the total operation of UMN in order to gain control of the growth situation, particularly the growth of diversity within existing projects. In addition there has been a strengthening of the administration in order to allow increased consultation on forward directions and problem solving. We are still short of suitably experienced people in some key areas, however, and most existing postholders carry heavy workloads. The process has not been without its strains, and some of these are still to be felt. Patience is needed.

Numbers of Expatriates

The number of expatriates in UMN stands at 397 (November 1987). This includes those on furlough with definite plans to return and Direct Appointees (22) here for more than three months. The target figure is between 350 and 450 Board Appointees.

The LOP groups are around 25 adults, which is a good working group.

The number of enquiries handled per year continues to exceed 500.

Short term assignments were arranged for approximately 30 people.

It has been necessary to repatriate 15 people on account of illness, accidents or other problems, (April 87 - November 87).

Visas

His Majesty's Government of Nepal (HMGN) has revised its procedures for issuing Professional and Non-Tourist (resident) visas and this has affected a number of non governmental organisations, including INF and similar groups. It would appear there is a desire within government to reduce the number of expatriate advisors in the country and, consequently those admitted are now being cleared by the relevant regional centre and ministry. Some groups now obtain Professionaal visas for their workers before they can enter Nepal.

UMN experienced a hold of two months in September and October during which no new Non-Tourist visas were granted. This affected our long term people as well as our new arrivals and short-term people. However, the position has now cleared and visas are being granted. This is an answer to prayer for which we give thanks to God our Father. We have however, been advised that delays of up to four months may occur in granting approvals for new people coming into Nepal, while checks are carried out in the Home Ministry. So, we continue to monitor the situation carefully. Advice for the present is to continue bringing people in on Tourist Visas, then convert them to Non-Tourist, which we are doing.

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Personal Counselling/Referral Services

There has been a heavy load on the services of our remaining Psychiatrist and we need to correct this situation on a long term basis. We are grateful for her willing services, but should not presume upon them for an extended period.

Also, we are grateful for other help received in the counselling area over the past year. However, the need to obtain a diversity of long term, suitably experienced counsellors for the general well-being of our people remains. A married couple with English as a second language is highly desirable.

Specific Needs

We have been encouraging Sending Bodies to look for people with the gifts needed to fill the opportunities given to us in Nepal, rather than wait for applicants to apply. Likewise, we want to encourage fellowships and congregations to choose out those whom they believe have the qualities - particularly wisdom, flexibility and relationships - which help one move into another culture.

Job Descriptions for Recruitment

We realise the importance of appropriate job descriptions, a brief description of the personal qualities desirable, some indication of the scale of a typical job. During 1987/88 we plan to have these available for Sending Bodies, firstly for our urgent needs and then for our general needs.

Special Needs

Particular mention should be made of the 'service' areas - Business Managers and those with accounting training, for our projects; Tutorial Group Teachers for our primary and secondary age children; people with administration skills for our supply and forwarding areas; those with supervisory trades skills for our building and maintenance needs; and also secretaries. These positions may not appear to be at the sharp end of mission recruitment, in sending churches, but without them there can be no sharp end to our presence in Nepal.

We need to recruit senior medical and administrative strength in our Health Services area (large hospitals and Health services Administration) and in our Engineering and Industrial Development area (Administration).

Attitudes to Life and Witness

Nepal and the opportunities in UMN call for people of mature faith, strongly church related in their home country and who are gifted in living out the life of obedience in Christ in their daily work and leisure life. When this aptitude is coupled with faithful, believing prayer from those in the sending churches, and an evangelical desire, then opportunities come.

However, many of our people come with a perspective on mission that differs from this, and they find themselves frustrated when they are unable to put into practice the approaches they have acquired. Perhaps we have to go back into our churches and fellowships to aquaint people earlier in their thinking with the type of openings available in many countries in the late 1980's, including this one.

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To
Dorothee Gale
Prem Sadum Guest House
United Mission to Nepal
P.O. Box 126

Kathmandu / N e p a l

March 4, 1987

Dear Dorothee,

two members of the Executive Committee of Gossner Mission are planning to visit UMN and to meet missionaries of Gossner Mission in Nepal.

They will be in Nepal in the period of April 6, to April 3o, 1987. May I kindly ask you to book a room for them in one of your guest houses in Kathmandu in thettime of April 6 to April 1ō, 1987.

Thanking you in advance,

Yours sincerely in Christ,

gez.

Bärbel Barteczko-Schwedler
(departed after dictation)

i.A. G.Lischewsky, secr.

cc: Sabine Häusler
Gerhard Honold
Günther Beyrich
Ingrid Borns-Scharf

Gossner Mission

Eingegangen
21. MAR 1986
Erledigt:...

UNITED MISSION TO NEPAL

M E M O

To: All UMN Supporting Agencies and UMN Board Appointees

From: Gene Glassman, Information Officer

Date: 31 January, 1986

Subject: Information/Publicity Materials

This is to inform you that the following items are now (or will shortly become) available for your use:

▒ A new booklet entitled "UMN Health Services in Nepal," 24 pages, illustrated, describing the work of the Health Services Board (HSB). This can be used on furlough, to send to your churches, etc. A copy is being included with this memo as a sample.

▒ The little 16-page illustrated brochure "Nepal (and the UMN) at a Glance" has just been reprinted in Finland. These are being shipped in quantity to the following distribution centers:

BMMF Office in London
BMMF Office in Upper Darby, Pennsylvania (U. S. A.)
BMMF Office in Victoria, Australia
Örebro Mission Office in Sweden
UMN Office in Kathmandu

You may order the copies you need from the nearest place mentioned here--the addresses are given in the previous edition of this booklet--remembering that the shipment may not yet have reached them (but should before long). They have also not arrived in Nepal as yet.

▒ Juhani Kivelä of Finland has produced some beautiful new colored wall photos, about 14" x 20", with Nepali scenes overprinted with Scripture texts in (large) Nepali script and (small) English script. There are eight photos per set and the complete set sells for Rs. 40. At the moment we only have about 40 sets available at the mailroom, but another 2,000 sets are on the way and should eventually reach us. If you need or could use such a set now--especially those going on furlough--you may have first choice. But if you can wait a bit, then leave these 40 sets for those whose requirement is more urgent. The posters are available from Ruth Overvold. Please note that these must be picked up in person, either by you or someone you send for them. There is too much chance of damaging the posters if they are sent through the mailbags.

▒ You will also be glad to know that new notelets (colored photo cards) have been ordered by the mailroom with new scenes which you will appreciate very much (after so many years of seeing the old scenes). These are also being produced by Juhani Kivelä. They are not yet available but as soon as they are we will inform you and they will be on display and for sale in the mailroom.

▒ Sometime before this year is finished I will probably need to put out a revision of the large (yellow) booklet "Introducing Nepal and the UMN." If you have any corrections, additions, deletions or other photos you would like to have replace those used now, please send this information to me any time and I will keep it on file until such time as it is needed. I promise to return your photos very soon after I have a chance to get a copy made. I cannot guarantee that every suggestion will be incorporated--since we do not want to exceed the 80-page limit already set--but I will do my best to rewrite the text to take into account any important items that may have been omitted or left unclear; and I will also include the latest available UMN statistics.

We still have plenty of these booklets on hand (the second printing of the first edition which, incidentally, has a photo missing from page 15--courtesy of the press here!) and are glad to supply these to any who need them. We can even send them (usually in bulk) to any of your supporting groups if you will give us the address(es). We will pay the regular postage, but if you want them to go by airmail then we may have to ask you for a contribution. There is, of course, no charge for the books themselves.

Gossner Mission

United Mission to Nepal
Attn.: the Project Director
of South-Lalithpur
P.O. Box 126
Kathmandu / N e p a l

February 15, 1985

Dear Sisters and Brothers,

As I am not able to join the board-meeting this year, two collegues, Mrs. Essie Furthmüller and Mr. Werner Petri, will come to Nepal. To get a good idea from the work of UMN they would like to meet several UMN workers and to visit their projects. I would be very thankful if it would be possible for you to show them around in the rural work of your project in the time of 2o.4.-23.4. Both will stay in the Blue Star Hotel during the board-meeting, so that you might contact them there.

Looking forward to hearing from you,

Yours sincerely

B

Bärbel Barteczko-Schwedler

Gossner Mission

United Mission to Nepal
P.O. Box 126
Mr. John Finlay
Kathmandu / Nepal

February 15, 1985

Dear John,

We met together last April when I visitedButwal with a group of perman pastors. This year I am not able to come to Nepal, but two of my colleguew, Mrs. Else Furthmüller and Mr. Werner Petri, will come to the next board-meeting. For geeting a good idea from the work of UMN they would like to meet several UMN workers and to visit their projects. I would be very thankful, if it would be possible for you to show them around in the technical institutes of Butwal in the time of 24.4.-26.4. If possible they would like to stay in the UMN guest house for this time.

Looking forward to hearing from you,

Yours sincerely,

B

Bärbel Barteczko-Schwedler

Gossner Mission

THE UNITED MISSION TO NEPAL

Executive Director: *Mr. C. J. Johansson*
Treasurer: *Mr. E. Wennemyr*

Telephone: 12179 or 15573
Telegrams: UMNEPAL
Location: **1/29 Thapathali**
Mailing address:
POST BOX 126,
KATHMANDU, NEPAL

EINGEGANGEN
- 9. FEB. 1984
Erledigt .....

January 18, 1984

TO: UMN Member Bodies & Friends

FROM: UMN Information Office

Dear friends:

Greetings to you from Kathmandu in this new year!

We are enclosing some information about the United Mission to Nepal which we believe you will find helpful and will want to keep on file.

(1) Greetings from Nepal -- an overview of the entire work of the UMN. This 24-page booklet has been issued in the past in a somewhat similar form, but the new edition brings the story of the UMN up to date as of October 1983.

(2) Constitution and Bye-Laws of the United Mission to Nepal -- corrected and updated as of April 1983. This 56-page booklet has only recently come from the press, which fact accounts for its late posting to you.

(3) Your Passport to Nepal -- an eight-page handout which summarizes briefly the UMN and its needs for workers. This illustrated flier has been available for some time. We regret that the name of one of the UMN's member bodies--the Church Missionary Society, U. K.--was inadvertently omitted in the earlier edition. Even though this publication is somewhat out of date and also soon to be out of stock we would be glad to supply copies of it as long as it lasts. We plan to update it in the near future.

If you can use more copies of any of these publications we will be happy to hear from you and will send the booklets by return post, sea mail. You should therefore allow a few months' time for the packets to reach you.

Cordially yours,

Gene Glassman

(Eugene H. Glassman,
Information Officer)

Gossner Mission

UNITED MISSION TO NEPAL.....PERSONNEL NEEDS LIST.....January 1984

The United Mission to Nepal is a Christian Mission seeking workers with a clear commitment to Christ as Saviour and Lord, and a call of God to service in Nepal. The great need is for such workers who are prepared to join with colleagues from many countries, churches and professional backgrounds. They must have an attitude of flexibility and adaptability to assignments, and to living and working conditions in Nepal which are very different from those in their home countries, and may lead to real frustration as well as the joys of such service.

The list below consists of personnel required for approved posts in the UMN and, unless otherwise stated, long-term workers are preferred. The United Mission does not offer salary to expatriates, but looks to the member bodies to send the needed workers with full support, and will try to link any suitable enquirers with such member bodies. Emphasis is placed on suitable candidates in rural development. Further details can be supplied on request to:

The Personnel Secretary, United Mission to Nepal, Post Box 126, Kathmandu, Nepal.

URGENT NEEDS

TEACHERS FOR REGIONAL SCHOOL, POKHARA. Teachers of English, Maths, Science and Physical Education, to be department heads in this English medium Boys' Boarding School, due to begin in January 1985. Also the Headmaster and Bursar (Administrator) for this school.

TEACHERS FOR TUTORIAL GROUPS for missionaries' children. There is an urgent need for tutors in two projects where there are numbers of school children, aged 5-11 years approximately.

HOSTESSES for mission guesthouses. Covers hostess/housekeeping responsibility.

BUSINESS MANAGERS. Need experience in accounting and administration, for various projects including hospitals, rural development, construction projects etc.

SECRETARIES, preferably long-term; for general office work and hospital work. Typing, duplicating, filing, and office procedures; able to take responsibility.

CIVIL ENGINEERS. Design and planning, supervising construction of hydel, irrigation and tunnelling projects, training of Nepali foremen, and overseers at site. Experienced persons needed.

FIELD WORKERS. People ready for practical work in different projects out in the field and to live in primitive conditions; should be fairly long-term workers who want to learn the language and adjust to the local culture. Persons with practical experience in farming, construction work or other technical trades preferred.

LIBRARIAN. A person knowledgeable with agricultural and rural development materials and publications, to manage and expand the Rural Development and Resource Library as a service to UMN projects. This involves communicating relevant materials and advisory help. Must be deeply committed to rural development work.

PAEDIATRICIANS. Able to function in a rural hospital and without sophisticated equipment. Able to cope with a wide range of paediatric illnesses met in a Third World country with creative interest in adapting to care appropriate to a developing country.

COMMUNITY HEALTH PHYSICIANS. Long-term physicians who can learn the language and culture, trek through the hills and live for periods in villages, to promote rural programmes through supportive supervision of paramedical workers. Solving of health problems with communities is an essential part of the job; a broad knowledge of practical economic development desirable.

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GENERAL PRACTITIONERS. Experienced, preferably with extra training in parasitology and infectious diseases, for all-round diagnosis and treatment of wide range of diseases. Interest in teaching paramedicals and ability to work within a team approach to health care.

COMMUNITY HEALTH NURSE MIDWIVES. With skill in Maternal and Child Health. Willing to work with and at times under Nepali leadership, and alongside Nepali staff in an encouraging and teaching role.

NURSE EDUCATORS, for staff of the UMN Nurse Campus which trains registered nurses in a basic programme.

POSTS WHICH ARE LESS URGENT, BUT STILL NEEDED TO MAKE USE OF OPPORTUNITIES!

GENERAL

Rural Development Workers. People with training or experience in rural development, with practical background in agriculture, tree-planting, rural industries, appropriate technology, simple water supplies and sanitation, health teaching etc. Must be long-term.

ECONOMIC DEVELOPMENT

Engineers:

* Structural/civil engineers, costing, geologist, building construction in various parts of the country
* Electrical engineers, electricians/linesmen, for construction and installation work at underground power plant, rural electrification, power transmission lines

Agriculturalists. Persons with general farming background, preferably with formal agricultural training, and with gifts and interest in demonstrating to and communicating with village farmers, for integrated development and agricultural extension work of various types. Special need for: agronomist, horticulturalist, livestock specialist, and veterinarian.

Mechanical engineers. Construction of underground power plant (5000 kw), various smaller hydro-power development and installation, ropeways, accessories for crossflow turbines, development of rural tools and machinery.

Sociologists. Two or three are needed to study:-

a) Social requirements, effect, changes needed to shift from firewood to alternative energy sources in private or community base;
b) Community-felt needs, change possibilities, effects, able to act as a communicator link between centre and community as resource person with practical, sensitive awareness and enabling skills (could be an experienced social worker);
c) A resource person skilled in industrial and business world problems and potentials

Senior Consultants with experience in industrial accounting, management and marketing; in planning and marketing of small-scale agro-based and other rural industries, cottage industries/handicrafts

EDUCATION

Teacher Trainers Experienced school teachers with training, experience, or interest in teacher training at different levels; openings in teacher training institutions for primary and secondary teachers. This can have a significant impact on the standard of teaching, but applicants must be aware of the nature of working as seconded personnel in government institutions. Long-term workers are required since a primary concern is to have a good working knowledge of the Nepali language in which most of the teaching is done.

Teachers with teaching experience in age range 11 years and over; for government schools in rural areas, in maths, science (general), and English. Long-term only, as teaching medium is Nepali.

Primary Teachers. A limited number for secondment to schools in remote areas. Demands a high degree of stamina and resourcefulness in a difficult part of Nepal, teaching primary aged children in Nepali medium.

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Non-formal and functional literacy education workers. To assist in developing teaching skills of community workers and to work in village community education. Long-term.

Building Trade Instructor. To train overseers and extension workers to plan and carry out construction of buildings, water projects, irrigation schemes, trails etc. using simple methods and materials. Training and experience in Industrial Arts or technical education required.

Agriculture Trade Instructor. To train extension workers in agriculture, mainly for government posts, to be able to give advice and training in basic livestock and crop programmes and patterns, with all necessary records. Training and experience in agriculture education required.

Note: The above two posts are for training which is 80% practical in nature, with teaching and living conditions which are simple and rugged. Such workers will need to be adaptable and resourceful. Experience in curriculum development or material development useful, though not essential.

Secretarial and Business School Teachers. To teach typing, simple accounting, business procedures, and take administrative responsibility.

Hostel Parents. For school age girls' hostels, and also for the UMN Children's Hostel.

English Teacher. For students and workers in UMN who need a higher level of English as a second language. Also to develop training programmes missionwide.

HEALTH SERVICES

Pathologist. For work in association with busy laboratory in a 130 bed hospital.

Staff Nurses. For involvement in UMN hospitals working alongside Nepali nursing staff in a partnership role.

Home Economist/Nutrition and Food Technology Field Worker. For work in community health/development programmes. Must be prepared to live simply.

Ophthalmic Nurse. To work in eye hospital with Ophthalmologist in a busy Blindness Prevention Programme.

Secretary-cum-Hostess. For one project in the hills where a hospital and community health programme are based.

Laboratory Technician. For work in building up and organizing basic lab in 100 bed hospital with busy outpatients.

Dentists. For work in UMN's Dental Programme which includes both clinical and community dentistry and research.

Oral Hygienist. For work with the UMN Dental Programme.

Drug Store Manager. Knowledge of pharmacology helpful as well as office management.

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Gossner Mission

THE UNITED MISSION TO NEPAL

CONSTITUTION AND BYE-LAWS
APRIL 1983

Gossner Mission

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CONSTITUTION AND BYE-LAWS

OF

THE UNITED MISSION TO NEPAL

April 1983

CONSTITUTION

I. Foundation.

Believing that God, in response to the fellowship and prayers of His people, has indicated it to be His will, the United Mission to Nepal (hereinafter referred to as "the United Mission") was established on an interdenominational basis under the auspices of the National Christian Council of India & Pakistan at a meeting held in Nagpur on March 5th, 1954.

II Purpose.

A. The purpose of the United Mission is to minister to the needs of the people in Nepal in the Name and Spirit of Christ, and to make Christ known by word and life, thereby strengthening the universal Church in its total ministry.

B. In doing so, it will be the purpose of the United Mission to undertake the proper care and treatment of the sick, the prevention of disease, the education of children and adults, the development of agriculture and industry, and such other activities as are conducive to the fulfilment of the purposes of the United Mission.

C. It will be a fundamental principle of the United Mission to train the people of Nepal in professional skills and in leadership.

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III. Basis of Faith.

The United Mission to Nepal:

A. Holds the faith which the Church has ever held in Jesus Christ, the Redeemer of the world, in Whom people are saved by grace through faith; and in accordance with the revelation of God which He made, being Himself God incarnate, worships one God, Father, Son and Holy Spirit.

B. Accepts the Holy Scriptures of the Old Testament and New Testament as the inspired Word of God, as containing all things necessary to salvation, and as the ultimate standard of faith.

C. Accepts the creeds commonly called the Apostles' and Nicene as witnessing to and guarding that faith, which is continuously confirmed in the spiritual experience of the Church of Christ.

Note: In adopting the foregoing basis of faith, the United Missiou recognises that this does not fully express the doctrinal standards of all the member bodies, nor does it expect the member bodies, in accepting this brief statment of our common faith, to reject any of their doctrinal beliefs. Workers will be free to observe the sacraments and other ordinances of the church in accordance with their own usages.

IV. Member Bodies.

A. Member bodies are those Churches, Missions and other Christian groups which agree to work within the Constitution and Bye-laws of the United Mission and fulfil all the requirements thereof.

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B. Membership will be by the provision of workers, accepted by the Executive Committee, with their full financial support, or by the covenanting of an annual financial grant to the United Mission, or both.

C. There will be a schedule of membership.

V. Organisation.

A. the Headquarters of the United Mission will be in Nepal

B. The final authority for formulating policy for administration of the United Mission will be vested in the Board of Directors (hereinafter referred to as "the Board"). The Board will consist of :

1. Representatives elected by the member bodies and the Nepal Christian Fellowship.

2. Ex-officio members: The Executive Director, Treasurer, Functional Secretaries, one Board Appointees' Representative from each Functional Board, and the elected representative of the Workers' Conference, who will have voice but no vote.

3. Co-opted members: In order to secure representation on the Board from appropriate interests not otherwise represented, the Board will have the right to co-opt up to six additional members, who will have voice but no vote.

C. The Board will be the controlling body of the United Mission.

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D. The officers of the United Mission will be:
President
Vice President
Executive Director
Treasurer

E. The Executive Committee of the Board will consist of the President and Vice President of the United Mission, and six to eight elected members. The Executive Director, Treasurer, Functional Secretaries and one Board Appointees' Representative from each Functional Board will be ex-officio members of the Executive Committee.

F. The Executive Committee will direct the work of the United Mission and report to the Board.

G. The Executive Director will be the Executive Officer of the Board and its Executive Committee, carrying out its policies and directions, and will be an ex-officio member of all other committees of the United Mission.

H. As it may deem necessary, the Executive Committee will appoint Secretaries for functional spheres of work in the United Mission. Functional Secretaries so appointed will be responsible to the particular Functional Board and the Executive Director in their respective areas of responsibility. They will serve as ex-officio members of the Board, the Executive Committee and Coordinating Committee.

I. As it may deem necessary, the Board will establish Functional Boards for functional spheres of work in the United Mission.

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J. There will be a Coordinating Committee.

K. Member bodies of the United Mission will offer workers to the United Mission, and when accepted by the Executive Committee those workers, then called Board Appointees, will be under the administration of the United Mission. Member bodies will not withdraw Board Appointees from the United Mission without prior consultation and agreement. In work to which the United Mission is unable to assign workers, member bodies may second workers directly, in consultation with the United Mission.

VI. Finance.

A. The Board will have funds for the maintenance of the work. Contributions to these funds will be invited from member bodies, Church and Mission groups and other sources throughout the world.

B. Member bodies contributing workers to the United Mission will be responsible for the full personal support of these workers. Member bodies will be expected to make annual per capita grants which will cover the administrative costs of the Mission for Board Appointees, the amount to be determined by the Board from time to time.

C. Gifts will be solicited only for such financial items as are approved by the appropriate body.
(Ref. Bye-Law X, 9, a and b; and VI, C, 6.)

VII. Amendments.

At least two months before the Annual Meeting, notice of proposed amendments to the Constitution will be

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given to the Executive Director, who will immediately circulate to the member bodies. The amendments must be approved by at least two-thirds of the member bodies present and voting at the ensuing Annual Meeting. They will be ratified at the succeeding Annual Meeting by an affirmative vote of at least two-thirds of the member bodies present and voting, and will take effect from the date of ratification.

BYE-LAWS

I. Application for membership.

A. Application for membership in the United Mission will be received by the Executive Director.

B. The schedule of membership may be amended at the Annual Meeting of the Board by a vote of two-thirds of the member bodies present and voting.

C. Member bodies failing to contribute workers or financial grants for two successive years will be dropped from membership.

II. Basis of representation on the Board of Directors.

A. Member bodies contributing one or two Board Appointees or an annual grant of at least Rs. 10,000 Nepali currency, or both, will be entitled to one representative on the Board; and member bodies contributing three or more Board Appointees or an annual grant of at least Rs. 30, 000., or both, will be entitled to two representatives on the Board.

B. Board Appointees in the United Mission will be eligible to represent their own member bodies on

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the Board provided that the member body has no personnel in a nearby country. However, such Board Appointees may not serve as one of the voting members of the Executive Committee.

C. Member bodies are requested, insofar as possible, to appoint representatives to the Board who can serve a number of years consecutively.

D. There will be two voting members appointed by and representing the Nepal Christian Fellowship.

III. The Board of Directors.

A. Meetings.

The Board will meet annually. When the number of voting representatives present equals half the number of full member bodies of the United Mission, a quorum is established. Two months' notice of the meeting will given.

B. Voting.

1. Each voting member of the Board and of its several Committees will have one vote. The Chairman will be entitled to vote on each motion. In the event of a tie, the motion will be lost.
2. There will be no voting by proxy.
3. Ex-officio members will have voice, but no vote.
4. Co-opted members will have voice, but no vote.

IV. Proceedings.

The Proceedings of the Board and its several Committees will be conducted according to Robert's Rules of Order.

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V. Election, appointment and length of term of Officers.

A. Officers of the Board.

Officers of the Executive Committee will be elected at the Annual Meeting in following manner:

1. President and Vice President. To be elected annually.

2. Executive Director.

a) The Executive Director will be appointed for a three year term, to be terminated on leaving Nepal on furlough or for other reasons, for a period of three months or longer; provided, however, that when it is considered desirable for him/her to resume office on return from such absence, arrangements may be made for an acting appointment in the interim.
The Executive Committee may recommend re-appointment of the Executive Director for a further three year term to the Board of Directors; such recommendation to be presented to the Board Appointees by the President of the United Mission through correspondence for comment prior to the meeting of the Board. The Executive Committee may terminate this appoi. t-ment when it deems necessary.

b) Upon resignation or termination of service of the Executive Director, the following steps will be taken to elect a new Executive Director:

I. A Selcction Committee of five members will be appointed by the Executive Committee, one of whom will be the Convenor. The Selection Committee will include one voting member and one ex-officio member of the Executive

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Committee, two representatives from the United Mission Board of Directors outside of the Executive Committee, and one Board Appointee who does not hold any United Mission administrative post.

ii. On behalf of the Selection Committee, the Convenor will correspond with United Mission member bodies, Board Appointees and others, seeking qualified candidates for the post of Executive Director The Convenor will acknowledge receipt of all suggestions received.

iii. From all proposed Candidates willing to serve in the post if approved, the Selection Committee will obtain full dossiers of training, qualifications, experience in administration, Christian and missionary experience, statement of Christian convictions, and medical reports.

The Selection Committee will select two or three possible candidates for presentation to the Executive Committee, with full biodata on each candidate. The Selection Committee will arrange for interviews for these candidates whose names are to be presented to the Executive Committee. These nominations will be presented by the Convenor of the Selection Committee to the Board Appointees and member bodies through correspondence for their comment prior to the presentation of the nominations to the Executive Committee.

iv. The Executive Committee, from the list of persons presented to them by the Selection Com-

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mittee, will select one candidate for nomination to the Board of Directors.

C) An Acting Executive Director will be appointed by the Executive Director for periods of up to three months. For periods of three to twelve months, appointment will be made by the Board if at all possible, or, if not, by the Executive Committee on behalf of the Board. For periods of longer than six months the recommendations of the Board Apaointess will be sought before the appointment is made. The Executive Committee may terminate this appointment when it deems necessary. All such appointments will be confirmed at the following Board meeting.

3. Treasurer.

a. The Treasurer will be appointed for a three year term, to be terminated on leaving Nepal on furlough or for other reasons for a period of three months or longer; provided, however, that when it is considered desirable for the officer to resume offiice on return from such absence,arrangements may be made for an acting appointment in the interim. The Executive Committee may terminate this appointment when it deems necessary.

A nomination to this appointment will be made by the Executive Committee to the Annual Meeting of the Board. Suggestions for nominations may be made to the Executive Committee by member bodies. The nomination by the Executive Committee will be cirulated to Board Appointees for comment prior to presentation to the Board.

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b. An Acting Treasurer will be appointed by the Executive Director for periods of up to three months. For periods of three to twelve months the appointment will be made by the Board if at all possible, or, if not, by the Executive Committee on behalf of the Board. For periods of longer than six months, the recommendations of the Board Appointees will be sought before the apoointment is made. The Executive Committee may terminate this appointment when it deems necessary. All such appointments will be confirmed at the following Board meeting.

B. Officers of Functional Boards, Institutions and Projects.

1. The Functional Secretary will be the Executive Officer of the particular Functional Board, and will be appointed for a three year term by the Executive Committee. The appointment will terminate on the Functional Secretary leaving Nepal on furlough or for other reasons for a period of three months or longer; provided, however, that when it is considered desirable for the officer to resume office on return from such absence, arrangements may be made for an acting appointment in the interim. The Executive Committee may terminate such appointment when it deems necessary. Nominations to these appointments will be made by the Functional Board concerned, after seeking the recommendations of all Board Appointees appointed to that particular functional board.

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2. An Acting Functional Secretary will be appointed by the Executive Director for periods of up to three months. For periods of three to twelve months, the appointment will be made by the Executive Director on behalf of the Executive Committee. For periods of six months or longer the recommendations of Board Appointees assigned to the particular Functional Board will be sought before the appointment is made. All such appointments will be confirmed at the following meeting of the Executive Committee.

3. An Assistant Functional Secretary may be appointed where deemed necessary, for a three year term, by the Executive Director. The appointment will terminate on the officer leaving Nepal on furlough or for other reasons for a period of three months or longer; provided, however, that where it is considerd desirable for the officer to resume office on return from such absence, the Executive Director may make an acting appointment in the meantime. Nominations to these appointments will be made by the Functional Board concerned, taking into consideration the prior comment of all Board Appointees working under that Functional Board. The Executive Director may terminate snch appointments when he deem. necessary.

4. The Functional Boards will provide for such officers, procedures for appointment and termination, and length of term, as they deem necessary.

5. Administrative heads and such other officers of institutions as provided for by the constitution

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and bye-laws of the particular institution, and project directors, will be appointed by the respective Functional Boards. The Functional Secretary will consult with senior staff and Board Appointees, and the board, if any, of the particular institution or project, before presenting to the Functional Board recommendations concerning these appointments.

VI. Executive Committee.

A. Membership.

1. Members elected by the Board:

Chairman: The President of the Board.

Vice Chairman: The Vice President of the Board.

Six to eight other members: To be elected annually, but no member to remain more than three successive years.

Vacancies occurring in the Executive Committee between Board Meetings may be filled by the appointment of the Executive Committee from among the members of the Board.

2. Ex-officio members, with voice but no vote:

Executive Director

Treasurer

Functional Secretaries

One Board Appointees' Representative from each Functional Board.

B. Meetings.

1. The Executive Committee will meet at least twice a year.

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2. The meetings are called by the Executive Director, giving two months notice. In an emergency the Executive Directer may, with the permission of of the President, call a meeting of the Executive Committee at shorter notice.

3. The quorum will be four voting members. Whenever a quorum of four voting members of the Executive Committee is unavailable, Committee actions taken must be confirmed through correspondence vote of all absent voting members. Such correspondence will be sent in the form of a registered letter. If no reply is received within six weeks of the posting of the Minutes of the meeting, the member's consent will be assumed.

4. In special circumstances, where policy is not involved, members of the Executive Committee will be entitled to vote on a matter circulated to them by the Executive Director in the form of a registered letter. The Executive Director will take action only in the event of the vote being unanimous. Such actions will be recorded in the Minutes of the Executive Committee. If no reply is received within six weeks of posting, the member's consent will be assumed. In the event of a dissenting vote, action will be deferred to the next Executive Committee meeting.

C. Duties

1. The Executive Committee will, through its Executive Director, direct the work of the Uuited Mission in accordance with the decisions and policies laid down by the Board, and will report to the Board.

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2. It will take action concerning the acceptance, return, resignation, suspension or dismissal of Board Appointees, and will consider and take action concerning appeals made by Board Appointees in matters affecting them.

3, It will make nominations to the Board concerning the appointment of the Executive Director or Acting Executive Director, and the Treasurer or Acting Treasurer, and will appoint Functional Secretaries and Acting Functional Secretaries and members of Functional Boards as required·

4. It will consider and take action on items of a policy nature, or having substantial financial con equences, referred to it by the Finance Committee related to employment policies, salary scales, medical insurance, etc.

5. It may initiate longterm planning within United Mission, review such plans, and present them to the Board for action.

6. It will receive from theFxecutive Director annual plans and budgets from all the Functional Boards and the Coordinating Committee, together with recommendations of the Finance Committee; study, consider, amend and take necessary action.

7. It will receive from the Executive Director annual reports concerning the work of the Functional Boards and other United Mission activities, and present them to the Board for consideration and appropriate action.

8. It will receive from the Finance Committee the annual financial statements from all the projects,

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the United Mission Treasurer and the Provident Fund; together with the recommendations of the Finance Committee; review them, take any necessary action and present the statements to the Board for approval.

9. It will act as Trustees of the United Mission Provident Fund and properties owned by the United Mission.

10. It will consider any other matters presented to it by the Executive Director and take such action as it deems necessary within the framework of the Constitution and Bye-laws.

11. It may call an emergency meeting of the Board.

12. It will, on the advice of the Executive Director, appoint a Personnel Secretary.

13. It will, on the advice of the Executive Director, appoint Personal Counsellors for the United Mission.

VII. Duties of officers, Board Appointees' Representatives, and Others.

A. President.

1. The President will preside at all meetings of the Board and Executive Committee.

2. The President may authorise the Executive Director to call an emergency meeting of the Executive Committee when necessary.

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B. Vice President.

1. The Vice President will proside at such meetings of the Board and Executive Committee when the President is unable to attend.

C. Executive Director.

The duties of the Executive Director will be:

1. To be responsible to the Board and Executive Committee for carrying out their policies and decisions.

2. To issue notices of meetings of the Board and Executive Committee at least two months before the date of the meeting, and to compile and circulate the agenda and relevant materials at least one month before the date of the meeting.

3. To be empowered, on permission of the President, to call an emergency meeting of the Executive Committee.

4. To record, compile and publish the Minutes of the meetings of the Board and Executive Committee.

5. To correspond on behalf of the Board and Executive Committee with His Majesty's Government of Nepal, all official agencies of other governments and societies, and with member bodies of the United Mission.

6. To receive applications for membership in the United Mission.

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7. To maintain a card index of all Board Appointees, institutions and member bodies of the United Mission.

8. To appoint an Acting Executive Director, and Acting Treasurer, Acting Functional Secretaries and Assistant Functional Secretaries when necessary, according to Bye-law V, A and B.

9. To authorise posts of Area Services Officers for geographical areas of work in Nepal, as deemed necessary. Area Services Officers will be appointed annually from nominations by, and from among, the Board Appointees assigned to the particular area.

10. To appoint the Area Services Officers and the Central Services Director, and to direct the work of the Functional Secretaries, Personnel Secretary, Area Services Officers and Central Services Director in their particular areas of responsibility, and to provide the Personal Counsellors with necessary working facilities.

11. To make recommendations to the Executive Committee regarding the acceptance, return and termination of service of Board Appointees after consultation with the Coordinating Committee.

12. To be responsible for the assignment of Board Appointees, after giving due consideration to the recommendations of the Coordinating Committee. In case of appeal by the Board Appointee or member body involved, the decision of the Executive Director will be held in abeyance until the appeal is heard by the Executive Committee.

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13. To be responsible to initiate, present, review and implement the short and longterm planning of the United Mission, other than that which is the responsibility of the Functional Secretaries.

14. To be responsible for the production and distribution of publicity materials concerning the work of the United Mission.

15. To submit an annual report to the Board and Executive Committee.

16. To arrange for the annual auditing of the accounts maintained by the Treasurer of the United Mission, and to submit the audit report to the Finance Committee.

17. To make a standing appointment in writing of one of the Functional Secretaries or Treasurer to serve as the Acting Executive Director when the Executive Director is absent from Nepal or incapacitated by illness; and to make an appointment of one of the Functional Secretaries or Treasurer to serve as deputy for the Executive Director when the Executive Director is absent from Kathmandu, or when otherwise necessary.

D. Treasurer.

The duties of the Treasurer will be:

1. To receive all monies and issue offlcial receipts on behalf of the United Mission.

2. To maintain the accounts of the United Mission, and present monthly statements of those accounts

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and an annual report to the Finance Committee.

3. To disperse the budget grants of the United Mission to the various institutions and projects, and such other monies as may be received on their behalf.

4. To receive and scrutinize monthly financial statements from all the institutions and projects of the United Mission, and report on the same to the Finance Committee as needed.

5. To be responsible for the bank accounts of the United Mission, and be a signatory of all bank accounts of the United Mission institutions and projects.

6. To receive the proposed budgets from the Functional Boards and the Coordinating Committee, and to present them to the Finance Committee.

7. To arrange for the annual auditing of United Mission accounts, except those maintained by the Treasurer, and submit reports to the Finance Committee.

8. To present the annual financial reports to the Finance Committee.

E. Functional Secretary.

The duties of the Functional Secretary will be:

1. To be the Executive Officer of the particular Functional Board, implementing its policies and directives.

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2. In consultation with the Executive Director, the Functional Board, His Majesty's Government of Nepal and other agencies, to initiate recruitment of personnel through the Personnel Secretary, and to evaluate their qualifications for approved posts.

3. To consult with Board Appointees concerning assignment, leave, furlough, return, resignation, suspension and termination of service.

4. To assist in recruiting Nepali personnel for United Mission projects, or assignment to other projects in which the United Mission is interested, in consulation with Project Directors.

5. To advise the Executive Director and consult with Project Directors, heads of institutions and other concerned authorities, concerning acceptance, assignments (including time in language study), leaves, furloughs, return, resignation, suspension and termination of service of Board Appointees.

6. To provide professional orientation, refresher training, encouragement and professional support for Board Appointees, when assigned to the particular Functional Board.

7. To consult with senior staff and Board Appointees, and the board, if any, of the particular institution or project, before presenting to the Functional Board recommendations concerning the appointment of officers of institutions and projects.

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8. To be responsible for providing direction to heads of institutions and project directors regarding objectives. programs, plans, personnel and budgets, in accordance with the policies and directives of the particular Functional Board,

9. To visit the various projects at regular intervals.

10. To develop longterm plans fort he consideration of the particular Functional Board, including the areas of possible expansion or contraction.

11. To propose an agenda for meetings of the particular Functional Board, and circulate it to Board members and all Board Appointees under than Board at least four weeks before the meeting.

12. To compile relevant materials for meetings of the particular Functional Board, and, insofar as possible, circulate them to the members at least one week in advance

13. To be responsible for the recording and compilation of the minutes of the meeting of the Functional Board, and distribute them within two weeks.

14. To act as liaison with His Majesty's Government of Nepal and other organisations in matters within the functional area, and, in consultation with the Executive Director, to negotiate project agreements and other contracts, such as secondment contracts.

15. To be responsible for the communications between the various projects, the Functional Board con-

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cerned, the Executive Committee and Board, and to help issue joint informational bulletins periodically to all Board Appointees through the office of the Executive Director.

16. To be responsible to conduct the nomination and election of the Board Appointees' Representatives to the Functional Boards by polling all of the Board Appointees assigned to the respective functional boards, and notify all of the Board Appointees of the election results.

17. To present annual reports, annual financial statements and audit reports to the Functional Board.

18. To perform such other duties as are assigned by the Executive Director.

F. Assistant Functional Secretary.

The duties of the Assistant Functional Secretary will be:

1. To have such duties, responsibilities and authority as are delegated by the Functional Secretary, recognising that the Functional Secretary carries final responsibility in all matters and must be kept fully informed of all important issues.

2. To be an ex-officio member of the appropriate Functional Board.

G. Personnel Secretary.

The duties of the Personnel Secretary will be:

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1. To report and be accountable to the Executive Director.

2. In consultation with the Executive Director and Functional Secretaries, to correspond with United Mission member bodies regarding personnel.

3. At regular intervals, in consultation with the Executive Director and Functional Secretaries, to compile a list of United Mission personnel requirements, including brief job descriptions, which will be circulated to all member bodies.

4. To keep a file of all Board Appointees.

5. In cooperation with the Executive Director, the Functional Secretaries and the Language Program Orientation Administrator, to welcome new Board Appointees and assist in necessary adjustments of their initial language and orientation period.

6. To be a member of the Coordinating Committee.

7. To perform such other duties as are assigned by the Executive Director.

H. Area Services Officer.

Because the admisistrative structures in the various projects vary considerably, some providing on a semi-constitutional basis many of the stated duties of the Area Services Officer, the Executive Director will determine through consultation that a particular Area Services Officer will have some or all of the following duties:

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1. To report to and be accountable to the Executive Director. The Executive Director will agree with the head of the institution or project director and the Board Appointee concerned as to the allotment of time for which the Area Services Officer will be released from responsibilities within the institution or project in order to carry out the duties of this position.

2. To convene annually, or at other times as necessary, meetings of the Board Appointees assigned to work in the particular area.

3. To be the Chairman of the Area Housing Committee.

4. To be responsible for providing for Board Appointees: furniture allowed, maintenance, water supply and other facilities as necessary, with the advice and assistance of the Area Housing Committee.

5. To be responsible for providing guest housing and boarding, with the advice of the Area Housing Committee.

6. To prepare area services budget proposals; to authorise disbursements for the budgeted allocations for area services activities; to have the responsibility for the area services bank accounts, if any; to be responsible for accounting for the receipts and expenditures of funds and preparing reports and statements for the Executive Director, Treasurer and Functional Secretary.

7. To provide guidance, communication, encouragement and fellowship to all Board Appointees in

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the area, through personal contact with individuals, by initiating activities which may promote good social relationships and spiritual enrichment within the group, and especially to help new Board Appointees to settle and adjust to life in the area and to continue their language study.

8. On behalf of the Executive Director, to make emergency decisions, and maintain a leave register concerning seconded Board Appointees assigned to the area.

9. In general, to endeavour to maintain high standards of cooperation and unity of purpose between personnel and projects within the area.

10. To appoint a Board Appointee in the area to serve as Acting Area Services Officer when the Area Services Officer is absent from the area or incapacitated by illness.

11. To perform such other duties as are assigned by the Executive Director.

I. Board Appointees' Representative to Functional Boards:

The duties of the Board Appointees' Representative will be:

1. To act as a link between the Board Appointees assigned to a Functional Board and that Functional Board.

2. To place before the Functional Board proposals, items of concern or other opinions as requested by Board Appointees.

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3. To report back to the Board Appointees on significant Functional Board decisions and other items of interest.

4. To attempt to keep abreast of developments in the various institutions or projects.

J. Head of Institution and Project Director.

1. The duties of the head of institution will be as outlined in the constitution and bye-laws of the particular institution; otherwise the project director will report and be accountable to the related Functional Secretary for the duties below:

a. To so manage the day-by-day business of the project that the decisions and policies of the Functional Board are implemented in accordance with the principles laid down in the United Mission Constitution and Bye-laws.

b. To submit to the Executive Director, Treasurer and Functional Secretary plans and budgets, annual reports, and monthly and annual statements.

c. To make reports and recommendations on personnel to the Functional Secretary.

d. To perform such other duties as are assigned by the Functional Secretary.

2. The head of the institution and project director will make emergency decisions concerning Board Appointees assigned to the particular institution and project, and their families.

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3. Toe head of the institution and project director will submit items for the agenda of the Functional Board to the Functional Secretary concerned.

K. Personal Counsellor.

The duties of the Personal Counsellor will be:

1. To report and be accountable to the Chairman of the Board.

2. To be available to Board Appointees and other workers in the United Mission for confidential counselling.

3. To visit regularly the Board Appointees in each area.

4. To be available for invitations to preach, teach and lead in Bible studies.

5. To give pastoral care where needed.

VIII. Rules governing acceptance of United Mission workers.

A. Workers accepted by Executive Committee.

1. These will be termed "Board Appointees," and are defined as those workers offered and fully supported by member bodies and accepted by the Executive Committee. Full support ordinarily includes the per granta annual grant to the administrative expenses of the United Mission, as well as personal costs such as salary, medical expenses, children's schooling, furlough travel, etc., according to the rules of the member body.

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2. Commitment expected from Board Appointees:

a. Board Appointees will be those who:
- Have a call from God for work in Nepal;
- Are prepared to cooperate with Christians from other Church denominations;
- Are willing to accept the Constitution of the United Mission and the policy statements of the Board;
- Are prepared to be subject to the laws of Nepal.

b. The Executive Director will draw the attention of the member bodies to the need of informing the applicant of the personal commitment expected of all Board Appointees.

3. Procedures for appointment of workers:

a. The Personnel Secretary will circulate to the member bodies a list of approved personnel needs.

b. The member body will process the application of one desiring to serve with the United Mission in accordance with its own rules and regulations.

c. When the member body has found the applicant suitable for service in the United Mission, it will offer him/her as a candidate for service in Nepal. In doing so, the member body will send to the Personnel Secretary the required personal data of the candidate. A statement may be made regarding any personal choice of place of service in Nepa!.

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d. The Functional Secretary, in consultation with the Executive Director and the heads of institutions and project directors concerned, will consider the qualifications of the candidate offered, as related to the approved personnel needs.

e. The Executive Director, after due consultation with the Coordinating Committee, will make a recommendation to the Executive Committee regarding the candidate, if necessary by mail.

f. The Executive Committee will vote on accepting or rejecting the candidate offered.

g. The Personnel Secretary will advise the member body of the decision.

h. The member body will inform the Personnel Secretary once it has definitely decided to send the candidate to Nepal, and will also intimate the expected time of arrival on the field.

B. Workers appointed by the United Mission institutions and projects (Direct Appointees).

1 While this practice is not normally encouraged, heads of institutions and project directors may appoint expatriates within their approved personnel, and with the assurance of funding for salary and housing from funds other than the UMN recurring budget or the project budget, as workers for periods of up to three years, these appointments being renewable.

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2. United Mission Headquarters administration will be responsible for processing requests for applications from all expatriate personnel, including self-supporting volunteers. Project directors and heads of institutions will be responsible for the budgeting for these appointments, and will also make it clear to expatriate personnel that: i) they will agree not to work against the purposes of the Mission; ii) they are not full members of the United Mission; iii) they are not entitled to the privileges and facilities offered by the United Mission; iv) they are not expected to assume the responsibilities of Board Appointees.

3. In cases of openings for such expatriate workers to non-United Mission posts, they will be assigned to these posts by the concerned United Mission project or institution. In exceptional circumstances such assignments may by made by the Executive Director.

IX. Rules governing Board Appointees.

A. Representation in projects.

Ordinarily in each project or institution at least two member bodies will be represented among the Board Appointees working there.

B. Right of Appeal.

All Board Appointees will have the right of appeal to the Executive Committee in matters affecting them. Such appeal will first be made in writing through the institution or project director, who will send it to the Functional Secrectary, who in turn will send it to the Executive Director for presentation to the Executive Committee.

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C. Return after furlough.

The process of consideration of return after furlough of Board Appointees will be carried out, prior to their going on furlough, by:

i) An intervirw with the Board Appointee normally by the head of unit of work;

ii) An interview with the Board Appointee by the concerned Functional Secretary;

iii) A report of these reviews and recommendations being made to the Coordinating Committee, who will advise the Executive Director (Bye-law VII, C, 11);

iv) The recommendations of the Executive Director to the Executive Committee;

v) The action of the Executive Committee (Bye-law VI, C, 2).

The decision of the Executive Committee regarding the return of the worker to the United Mission will be discussed by the Functional Secretary or Executive Director personally with the Board Appointee, and forwarded to the member body concerned by the Personnel Secretary.

D. Seconded workers.

It is the policy of the the United Mission to second workers to other programs or organisations in Nepal, in which cases the following guidelines will be followed:

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1. Kinds of work.

In keeping with the General Agreement, workers may be seconded to appointments for which the United Mission has obtained the prior permission of His Majesty's Government.

2. Qualifications.

a. These workers will be regular United Mission Board Appointees.

b. Except in very special circumstances, they will have had experience in United Mission projects, and know and appreciate the customs and thinking of the people of Nepal.

c. They will have demonstrated abilities in Nepali language; in being adaptable to those living and working conditions which may be required; in expressing their faith in word and life; in displaying the gifts of patience, perseverance and dedication, and competence for the post to which they go

d. These rules may be relaxed in cases where United Mission workers are seconded to projects or organisations where they will work under the supervision of experienced United Mission personnel, or in cases where the secondment is for short duration and requires highly specialized qualifications.

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3 Administration of such workers.

a. Each post for secondment will be approved by the Functional Board concerned or the Coordinating Committee, and assignments will be made in the usual manner by the Executive Director, indicating to which United Mission administrator the Board Appointee is responsible

b. Whenever United Mission workers are seconded to an agency or company outside of the United Mission, and where possible, a contract setting forth the terms of secondment will be signed by the United Mission and the agency to which the workers are seconded.

c. The United Mission officer responsible for such workers will arrange with the receiving organisations for the terms of work, housing, salary, tools and equipment, discipline etc.

d. The appropriate Area Services Officer will provide guidance, communication, encouragement and fellowship to the workers within the United Mission structure.

e. All financial and other matters, such as leave, concerning these workers and their work, will be handled according to the rules of the United Mission.

f. The Functional Secretaries will be the liaison with organisations to explore opportunities and negotiate openings for workers.

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E. Resignations.

Except in the case of emergency (the emergency to be judged by the Coordinating Committee, for referral to the Executive Committee at its next meeting), six months' notice of resignation by the Board Appointee, or withdrawal of the Board Appointee by the member body, will be expected. The worker will give notice to his/her own member body, at the some time give intimation of intent to resign to the Executive Director of the United Mission, and obtain permission from his/her member body for such a course of action before actually submitting the resignation to the United Mission. In the event of a member body granting permission, the resignation period will be deemed to commence from the date when the intimation was first given to the Executive Director.

F. Suspension.

In cases where the Functional Secretary, head of institution or project director concerned considers it necessary, that officer may suspend a Board Appointee, having presented him/her with a charge sheet (or statement of reasons for the action). Normally the Board Appointee will leave the premises of the institution or project of work at the time of suspension, and report to the Executive Director. Such action will be referred immediately to the Executive Director, who will take action, and report to the Executive Committee.

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G. Terminations and dismissals

The Executive Committee will give six months' notice to a Board Appointee and to his/her member body when his/her services are no longer required, except when the Executive Committee deems such notice would be to the detriment of the work, and for such cases the Executive Committee will reserve the right of instant dismissal. The member body will invariably be consulted before such notice of dismissal is given to a Board Appointee. The member body will have the right of appeal to the Board.

H. Married Couples.

1. It is expected that one of the couple will be appointed to a fulltime assignment. The spouse may, however, seek assignment to a post approved by the United Mission, with the approval of the Executive Director.

2. Spouses not assigned to a Functional Board by the United Mission are not entitled to vote for Board Appointees' Representatives to Functional Boards.

3. Consideration should be given to the potential work capabilities and desires of spouses when making assignment of Board Appointees to particular posts.

I. Vacations.

1. Concerning leaves:

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a. Member bodies, when seconding workers to the United Mission, will agree to put such workers completely under the authority of the United Mission with respect to annual leave, language study and conditions of work.

b. It is understood that conditions may vary considerably in different projects, but it is recommended as a general rule that Board Appointees avail themselves of five weeks' leave annually, plus travel time for one round trip annually between their projects and the nearest point of transportation.

c Spouses without assignment to approved posts are exempted from this rule.

d. Annual leave may only be taken by permission of the head of institution or project director concerned.

e. Additional leave, or variation in annual leave for any purpose, may only be taken by permission of the head of institution or project director and the Functional Secretary concerned.

f Each Area Services Officer, head of institution or project director will keep a leave register. Travel information about Board Appointees going beyond the borders of Nepal will be given to the Executive Director, Area Services Officer, head of institution and project director.

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g. The annual leave should be taken wthin each full year of service.

2. For Board Appointees, furlough to their home countries will be granted after such period as their member bodies decide. Where member bodies arrange for a mid - term home leave break for their workers, such will be recognised by the United Mission in lieu of normal vacation time for that year.

3. The leave and furlough detailed above will be the financial responsibility of the member body concerned.

J. Replacement of disabled Board Appointees.

Should any Board Appointee be subject to continued or recurrent illhealth for three months in any twelve-month period. his/her case will be referred by the head of the institution or project director concerned to the Functional Secretary. After obtaining a qua ified medical opinion and consultation with the Board Appointee involved, the Functional Secretary will recommend to the Executive Director the replacement of the Board Appointee, or other action deemed necessary.

K. Relationship to Functional Boards.

Board Appointees will serve under the Functional Board creating the post. A Board Appointee not under a Functional Board by virtue of filling an

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approved post may be assigned to a Functional Board by the Executive Director. Board Appointees whose work affiliates them to a Functional Board different from that of their profession should be accorded advice by the Functional Board to which they would normally be related by profession or vocation, and may be accorded participation in seminars related to their profession.

X. Coordinating Committee.

A. Membership.

Members will be the Executive Director, who will be the chairman, the Treasurer, the Functional Secretaries and the Personnel Secretary.

B. Meetings.

The Coordinating Committee will meet at least six times each year.

C. Duties.

1. It will advise the Executive Director in all matters concerning the acceptance, return, resignation and termination of service of Board Appointees.

2 It will consider and take action in matters related to missionwide or inter-functional rules concerning employees of the various projects, such as employment policies, salary scales, provident fund: medical insurance, etc. It will also consider, frame and implement

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missionwide rules related to Board Appointees, such as duty travel, rent allowances, etc. These actions will be reported to the Finance Committee for confirmation. Any items of a policy nature, or having substantial consequences, and all matters concerning the Provident Fund, will be referred by the Finance Committee to the Executive Committee for action.

3. It will receive from the Executive Director the annual proposed plans and budgets for the Headquarters Project and Missionwide Expenses. It will study, discuss and amend if necessary, and approve these plans and budgets. The plans will be presented to the Executive Committee, and the budgets to the Finance Committtee, for endorsement, along with a statement of any new or significant changes from the previous year.

4. It will compile and coordinate all plans and budgets, set priorities for all recurring and capital budgets, and give guidance concerning the distribution of undesignated funds, and report to the Finance Committee.

5. It will approve personnel posts for Board Appointees not serving under a Functional Board.

6. It will receive annual financial reports, and audit reports, relevant to the Headquarters Project and Missionwide Expenses from the Treasurer; study them and take necessary action.

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These will be passed to the Finance Committee, along with significant comments, for later presention to the Executive Committee.

7 It will appoint an Audit Committee, which will include one representative from each Functional Board. This Committee will study and scrutinise annual statements and audit reports, and report back to the Coordinating Committee and Finance Committee.

8. It will determine business procedures and banking arrangements, including signatories, etc. to be referred to the Finance Committee for confirmation.

9. a. It will receive from the Functional Boards requests for supplementary budget grants, and may approve these requests up to 10% of the approved budget for that program of the budget.

b. It may approve supplementary capital and program funding items of amounts up to Rs. 50,000. for each single item, using 1982 monetary value as a base. It may also approve the amount needed when the breakdown of a capital item demands immediate replacement, and respond to emergencies as seems appropriate to the Committee.

c. It may approve funding from undesignated and designated funds for any approved budgets when urgently needed between meetings of the Finance Committee.

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All of these actions will be reported to the Finance Committee for confirmation.

10. It will advise the Executive Director in matters of a missionwide or inter-functional nature.

11. Such other responsibilities assigned by the Executive Director.

XI. Area Com ttee.

In any area established by the Executive Director, there will be an Area Committee.

A. Membership.

Members will be the Board Appointees assigned to work in the area.

B. Meettings.

The Area Committee will meet at least once annually. The Area Services Officer will be the Convenor.

C. Duties.

1. It will make nominations for Area Services Officer from among the Board Appointees assigned to the arca.

2. It will elect the Area Housing Committee, unless otherwise provided for.

3. Such other responsibilities as are necessary.

XII. Workers' Conference.

There will be an annual Workers' Conference attended by Board Appointees.

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A. The purpose of this Conference will be:

1. The spiritual refreshment of its members.

2. Mutual discussions of the various aspects of the work of the United Mission.

3. To further unity among workers through fellowship and recreation.

B. The Conference will elect a Chairman, Vice Chairman and Secretary. Together they will comprise the Workers' Conference Committee. They will serve from the close of the Workers' Conference at which they are elected until the close of the following Conference. A Board Appointee member will be elected to represent the Workers' Conference at the following annual Board Meeting.

C. The Workers' Conference Committee, in consultation with the Executive Director and the Personal Consellors, will plan for the next Conference, including an agenda which should be sent to all Board Appointees before the Meeting.

D. Minutes will be kept of the Conference, and the recommendations of the Conference will be forwarded to the Functional Boards or concerned authority by the Workers' Conference Committee.

E. The Conference will elect a Nominating Committee which will have the responsibility to secure at least two nominations for each elected position of the Conference.

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XIII. Finance

A. All accounts will be maintained according to the Nepali calendar month.

B. The fiscal year of United Mission will end about January 15th. The projects of the United Mission will be permitted to set a fiscal year which is appropriate to their own work.

C. All heads of institutions, project directors and Area Services Officers will, in consultation with the Functional Secretary concerned, prepare budgets for the coming fiscal year in the form and at the time prescribed, and submit them to the Executive Director, Treasurer and Functional Secretary.

D. The annual budget for the coming fiscal year will be considered by the Functional Board and the Finance Committee, and approved by the Executive Committee in its last meeting in the current fiscal year.

E. All heads of institutions, project directors and Area Services Officers will submit monthly and annual statements of accounts to the Executive Director, Treasurer and Functional Secretary concerned.

F. The bank accounts of the United Mission will be as approved by the Coordinating Committee, and reported to the Finance Committee for information. The Executive Director is authorised to notify the bank of changes in personnel authorised to sign on such accounts.

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XIV. Finance Committee

Thers will be a Finance Committee composed and functioning as follows:

A. Membership

1. The Finane Committee will be a sub-committee of the Board.

2. The membership will be as follows:

   a. The Chairman of the Board.

   b. Two members from the Board appointed for a three year term by the Board, one of whom will appointed Chairman.

   c. The United Mission Treasurer, who will act as secretary.

   d. Tho Executive Director.

   e. The Functional Secretaries.

   In the absence of an elected member, the Chairman of the Board will appoint an alternate member to serve for that meeting,

B. Meetings.

Ordinarily the Finance Committee will meet before each of the regular meetings of the Executive Committee.

C. Duties

The duties of the Finance Committee will be:

1. To receive the proposed annual budgets of all the projects and the United Treasurer, together with the coments of the Functional Boards;

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review them, make necessary recommendations, and present them to the ensuing meeting of the Exeuctive Committee.

2. To receive the annual financial statements of all the projects, the United Mission Treasurer and the Provident Fund, together with the report of the Audit Committee and the comments of the Functional Boards; to review them, make necessary recommendations, and present them to the ensuing meeting of the Executive Committee.

3. To receive recommendations from the Coordinating Committee concerning terms of employment and business procedures, for confirmation and for action where necessary.

4. To review and study the sources from which grants may be received to all funds of the United Mission, and make recommendations concerning them.

5. To advise the Executive Committee with regard to policies respecting investments, endowments and reserves, and regarding specific investments.

6. To deal with all other fiancial and business matters which are referred to it, and make recommendations concerning them to the Executive Committee.

XV. Health Services Board.

A Membership.

1. Two voting members will be appointed by the Executive Committee from among persons not serving under the Health Services Board, for a one year term, and they may be re-appointed

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for up to four consecutive terms. They will be nominated by a Nominating Committee comprised of the Chairman of the Health Services Board, the Health Services Secretary and the two Board Appointees' Representatives.

2. Two voting members will be elected by the Board Appointees assigned to the Health Services Board, to serve for a one year term. One of the Board Appointees' Representatives will be elected by the Health Services Board to attend the Executive Committee and Board meetings.

3. One voting member will be the Executive Director, who will be the Chairman of the Health Services Board.

4. Two non-voting members will be the Health Services Secretary and the Assistant Health Services Secretary. The Health Services Secretary will be the secretary of the Health Services Board.

5. Two non-voting members will represent each United Mission health services institution or project, and will include either the Project Director or Medical Superintendent of the hospital (but not both), and the Director of the community health program.

6. Vacancies in the membership may be filled the Executive Director until a regular election or appointment is made.

B. Meeting.

1. The Health Services Board will meet at least twice each year.

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2. A quorum is three voting members. In case of a tie, the Chairman will have a casting ballot (a second vote).

C. Duties.

1. The Health Services Board, through the Health Services Secretary, will direct the health services work of the United Mission in accordance with the purposes and procedures in the United Mission Constitution and Bye-laws, the decisions and policies of the Board and Executive Committee,and report to the Executive Committee

2. It will establish and amend as ncessary the Statement of Objectives and Working Rules to govern the operations of the Health Services Board, and the constitutions and bye-laws of the related institutions within the provision set forth in the United Mission Bye-laws.

3. It will receive from the Health Services Secretary the annual proposed plans and budgets. It will study, discuss and amend, if necessary, presenting the plans to the Executive Committee for approval, and the budged request to the Finance Committee for consideration and recommendation to the Executive Committee.

4. It will approve personnel posts for Board Appointees.

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5. It will initiate longterm planning for health work within the United Mission, reviewing such plans and presenting them to the Executive Committee for consideration and approval.

6. It will appoint heads of institutions and project directors, and such other officers of institutions as provided by the constitution and bye-laws of the particular institution, or delegate this responsibility to other bodies.

7. It will receive from the Health Services Secretary an annual report concerning the health services work of the United Mission, and will study, amend and present it to the Executive Committee for consideration.

8. It will receive from the Health Services Secretary annual financial statements and audit reports from the Treasurer; study them, and take necessary action.

9. It will make recommendations to the Executive Committee concerning the acquisition, use and disposition of health services properties of the United Mission.

10. It will make nominations to the Executive Committee to fill a vacancy in the post of Health Services Secretary.

11. It will make nominations to the Executive Committee (or Executive Director) for an Acting Health Services Secretary in the absence of the Health Services Secretary for periods of more than three months.

12. It will make nominations to the Executive Director to fill a vacancy in the post of Assistant Health Services Secretary.

Gossner Mission

XVI. Education Board.

A. Membership.

1. Two voting members will be appointed by the Executive Committee from among persons not serving under the Education Board, for a one year term, and they may be re-appointed for up to four consecutive terms. They will be nominated by a Nominating Committee comprised of the Chairman of the Education Board, the Education Secretary, and the the Board Appointees' Representatives.

2. Two voting members will be elected by the Board Appointees assigned to the Education Board to serve a one year term. One of the Board Appointees' Representatives will be elected by the Education Board to attend the Executive Committee and Board Meetings.

3. One voting member will be the Executive Director, who will be the Chairman of the Education Board.

4. One non-voting member will be the Education Secretary, who will be the secretary of the Education Board.

5. Ex-officio members will include representation from the Language and Orientation Program, and the Administrator of the Training and Scholarship Program, who will have voice but no vote.

6. Vacancies in the membership may be filled by the Executive Director until a regular election or appointment is made.

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B. Meetings.

1. The Education Board will meet at least twice a year.

2. A quorum is three voting members. In case of a tie, the Chairman will have a casting ballot (a second vote).

C. Duties.

1. The Education Board, through the Education Secretary, will direct the United Mission participation in education work in accordance with the purposes and procedures of the United Mission Constitution and Bye - laws, and the decisions and policies of the Board and Executive Committee.

2. It will establish and amend as necessary the Statement of Objectives and Working Rules to govern the operation of the Education Board, and the constitutions and bye - laws of related institutions within the provisions set forth in the United Mission Bye - laws.

3. It will receive from the Education Secretary the annual proposed plans and budgets. It will study, discuss and amend, if necessary, presenting the plans to the Executive Committee for approval, and the budget request to the Finance Committee for consideration and recommendation to the Executive Committee.

4. It will approve personnel posts for Board Appointees.

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5. It will initiate longterm planning for education work within the United Mission, reviewing such plans and presenting them to the Executive Committee for consideration and approval.

6. It will appoint heads of institutions and project directors, and such other officers of institutions as provided by the constitution and bye-laws of the particular institution, or delegate this responsibility to other bodies.

7. It will receive from the Education Secretary an annual report concerning the education work of the United Mission, and will study, amend and present it to the Executive Committee for consideration.

8. It will receive annual financial reports from the Education Secretary, and audit reports from the Treasurer; study them and take necessary action.

9. It will be responsible for and supervise the Language and Orientation Program.

10. It will be responsible for and supervise the Training and Scholarship Program, and appoint the members of the Training and Scholarship Committee and its Administrator.

11. It will make recommendations to the Executive Committee concerning the acquisition, use and disposition of education properties of the United Mission.

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12. It will make nominations to the Executive Committee to fill a vacancy in the post of the Education Secretary.

13. It will make nominations to the Executive Committee (or Executive Director) for an Acting Education Secretary in the absence of the Education Secretary for periods of more than three months.

XVII. Economic Development Board.

A. Membership.

1. Two voting members will be appointed by the Executive Committee from among persons not serving under the Economic Development Board, for a one year term, and they may be re-appointed for up to four consecutive terms. They will be nominated by a Nominating Committee comprised of the Chairman of the Economic Development Board, the Econom c Development Secretary, and the two Board Appointees' Representatives.

2. Two voting members will be elected by the Board Appointees assigned to the Economic Development Board, to serve a one year term. One of the Board Appointees' Representatives will be elected by the Economic Development Board to attend the Executive Committee and Board meetings.

3. One voting member will be the Executive Director, who will be the Chairman of the Economic Development Board.

Gossner Mission

4. Two non - voting members will be the Economic Development Secretary and the Assistant Economic Development Secretary. The Economic Development Secretary will be the Secretary of the Economic Development Board.

5. Other non-voting members will include the Project Directors.

6. Vacancies in the membership may be filled by the Executive Director until a regular election or appointment is made.

B. Meetings.

1. The Economic Development Board will meet at least twice a year.

2. A quorum is three voting members. In case of a tie, the Chairman will have a casting ballot (a second vote).

C. Duties.

1. The Economic Development Board, through the Economic Development Secretary, will direct the United Mission participation in economic development work in accordance with the purposes and procedures of the United Mission Constitution and Bye - laws and the decisions and policies of the Board and Executive Committee, and report to the Executive Committee.

2. It will establish and amend as necessary the Statement of Objectives and Working Rules to

Gossner Mission

govern the operations of the Economic Development Board, and the constitutions and bye-laws of related institutions within the provisions set forth in the United Mission Bye - laws.

3. It will receive from the Economic Development Secretary the annual proposed plans and budgets. It will study, discuss and amend, if necessary, presenting the plans to the Executive Committee for approval and the budget request to the Finance Committee for consideration and recommendation to the Executive Committee.

4. It will approve personnel posts for Board Appointees.

5. It will initiate longterm planning for economic development work within the United Mission, reviewing such plans and presenting them to the Executive Committee for consideration and approval.

6. It will appoint heads of institutions and project directors, and other such officers of institutions as provided by the constitution and bye-laws of the particular institution, or delegate this respon sibility to other bodies.

7. It will receive from the Economic Development Secretary an annual report concerning the economic development work of the United Mission, and will study, amend present it to the Executive Committee for consideration.

Gossner Mission

8. It will receive annual financial statements from the Treasurer; study them and take necessary action.

9. It will make recommendations to the Executive Committee concerning the acquisition, use and disposition of economic development properties of the United Mission.

10. It will make nominations to the Executive Committee to fill a vacancy in the post of Economic Development Secretary.

11. It will make nominations to the Executive Committee (or Executive Director) for an Acting Economic Development Secretary in the absence of the Economic Development Secretary for periods of more than three months.

12. It will make nominations to the Executive Director to fill a vacancy in the post of Assistant Economic Development Secretary.

XVIII. Amendments.

At least two months before the Annual Meeting, amendments to the Bye-laws will be given to the Executive Director, who will immediately circulate them to the members of the Board. Provided the amendments are approved by at least two-thirds of the member bodies present and voting, they will be effective from the meeting wherein they are approved.

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Gossner Mission

2/31/6 Personnel Department

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Weitere Trennblätter lieferbar:
1652 in 6 Druckfarben

LEITZ Trennblätter chamois
1650 Lochung hinterklebt
1654 Lochung mit Ösen

Gossner Mission

UNITED MISSION TO NEPAL

PERSONNEL NEEDS LIST

NOVEMBER 1989

The United Mission to Nepal is a Christian Mission seeking workers with a clear commitment to Christ as Saviour and Lord, and a call of God to service in Nepal. The great need is for such workers who are prepared to join with colleagues from many countries, churches and professional backgrounds. They must have an attitude of flexibility and adaptability to assignments, and to living and working conditions in Nepal which are very different from those in their home countries and may lead to real frustration as well as the joys of such service. Personal qualities of humility and receptiveness are important for an effective presence in this country.

The list below consists of personnel required for approved posts in UMN and, unless otherwise stated, long-term workers are preferred. The United Mission does not offer a salary to expatriates but looks to the member organizations to send the needed workers with full support, and will try to link any suitable enquirers with such member bodies. Further details can be supplied on request to:

Gareth Wardell, United Mission to Nepal, Post Box 126, Kathmandu, Nepal.

The following key is given to help indicate the urgency of the different needs:

*** = VERY URGENT
** = URGENT
* = PRESSING NEED

URGENCY

HEALTH SERVICES:

*** **GENERAL SURGEON**
qualified general surgeons are required to work in a busy surgical programme in Tansen Hospital (100 beds) in the mountainous Palpa District of Nepal, as well as in Patan Hospital (138 beds) and in a smaller rural hospital.

*** **DENTISTS**
for work in UMN's Dentistry and Oral Health Programme which includes both clinical and community dentistry, teaching and supervision of dental assistants.

*** **IN-SERVICE NURSE EDUCATORS**
for ongoing education of nursing staff in the 138 bed Patan Hospital, in the Kathmandu valley, and possibly in other, rural hospitals.

*** **LABORATORY TECHNICIAN (Medical Technologist)**
is needed with broad general laboratory experience, prepared to undertake supervisory duties for laboratories with low level technology in Tansen Hospital. Experience in bacteriology is essential.

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** **CONSULTANT PHYSICIAN/INTERNIST**
to work in the 100 bed Tansen Hospital. (Major post-graduate qualification necessary).

** **GENERAL MEDICAL PRACTITIONERS**
experienced, preferably with extra training in parasitology and infectious diseases, for all-round diagnosis and treatment of a wide range of diseases. Interest in teaching paramedicals and ability to work within a team approach to health care. Experience in paediatrics and obstetrics required for some posts.

** **PATHOLOGIST**
experienced in histo-pathology, and able to set up a histopathology department in Patan Hospital (138 beds).2

* **NURSING TUTORS**
for staff of the UMN Nurse Campus which trains registered nurses in a basic nursing programme.

<u>RURAL DEVELOPMENT:</u>

*** **TEAM LEADER/PROJECT DIRECTOR.**
The position calls for someone able to live in a remote area and take up leadership of a community development programme. The person must have experience and qualifications either in general development, or in specialist areas related to community development. Administration and personnel related skills are essential. An understanding of integrated, community-participative development philosophy and methodology is expected.

*** **VETERINARIAN**
This position calls for basic large animal clinical work, but primarily to train village based animal health workers and give them logistic support. The location will be Pokhara, but project visitation is called for, up to 25% of the time. Key qualities required are flexibility and people-oriented communication skills. Basic administration skills would also be helpful.

** **RURAL SOCIOLOGIST/ECONOMIST.**
The position necessitates carrying out research, surveys and evaluations for various rural development subjects and programmes. Skills must include data compilation/writing/editing. The person will be expected to work easily on their own and be self motivated. The position will be based in Pokhara, but project visitation is required, up to 25% of the time.

* **AGRICULTURALISTS/FORESTERS.**
These positions call for people to act as advisors to and co-partners in village based, community participative agriculture and forestry programmes. Training and motivation skills are emphasized.

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ENGINEERING AND INDUSTRIAL DEVELOPMENT:

COMPANY MANAGER
to fill senior position in a company involved in the design, construction, and operation of mid range (1 - 15 MW) hydro power stations.

GENERAL SERVICES OFFICER
to act as a team leader, and provide administrative and other services for UMN expatriates at a hydro power construction site. Interpersonal, as well as administrative skills are required.

*** MECHANICAL/ELECTRICAL ENGINEERS
for a development workshop to design machinery for small industries.

*** MATERIALS TECHNOLOGIST
to develop new materials, particularly to replace traditional building materials. Also to promote the establishment of industries to produce such materials.

*** INDUSTRIAL TRAINING CONSULTANT
is required to assist in the development of industry based training. The main emphasis is in the mechanical and electrical engineering, and furniture making industries.

** MANAGEMENT/MARKETING CONSULTANT
to advise and assist industries in the development of effective management and marketing.

* INDUSTRIAL ACCOUNTANT
is needed to review and upgrade current accounting methods in a civil construction company. This is a 2 year short term assignment.

EDUCATION:

(Please note, all the posts below marked JUMLA, are secondments to a government technical school, working under a Nepali Principal).

*** ADVISOR TO HEAD OF HEALTH DEPARTMENT (JUMLA)
Person with both health and teaching experience needed for material/curriculum development and some teaching and on-the-job training of staff in a remote technical school in Jumla. Teaching and living conditions are basic. Previous experience in Nepal/Asia preferable.

*** ADVISOR TO HEAD OF AGRICULTURE DEPARTMENT (JUMLA)
As above, but in the Agriculture Department of the school. Advice and input in the running of the school farm also sought.

*** ADVISOR TO HEAD OF CONSTRUCTION DEPARTMENT (JUMLA)
As above, but in the Construction Department of the school. Subject areas taught include construction methods, surveying, carpentry, technical drawing.

Gossner Mission

** INSTRUCTOR IN AGRICULTURE DEPARTMENT (JUMLA)
Person needed to teach subjects in agriculture trade to teenage students in Jumla technical school. Emphasis is on practical skill learning. Some materials development also involved. Teaching experience and technical skill needed.

*** EXTENSION WORKER IN CONSTRUCTION COURSE (JUMLA)
Person needed to help in relating the practical course in the school to the local community and finding suitable practical training opportunities for students. To be a resource person to the local community. Should have previous experience in Nepal.

** SCIENCE TUTOR, (KATHMANDU INTERNATIONAL STUDY CENTRE)
Person needed to supervise and guide expatriate secondary level students in science subjects in a self-study system using material from different countries. Ability in other extra-curricular activities e.g. sports, music is an advantage.

*** GENERAL TUTOR, GEOGRAPHY/HISTORY (KATHMANDU INTERNATIONAL STUDY CENTRE) As above, but in geography and history subjects.

*** PRIMARY TUTORIAL TEACHERS
Experienced primary school teachers to teach small groups (4-12 children) of primary aged mission children, of varying nationalities, in some of our rural and urban project areas. The medium of instruction is English.

ADMINISTRATIVE PERSONNEL:

TEAM LEADERS/PROJECT DIRECTORS
To lead small teams of up to 5 or 6 Expatriate postholders together with Nepali staff, in the rural areas of Nepal. Teams may be multi-disciplinary or centred around a particular sector such as non-formal education, rural development, rural electrification, health etc. Administration and personnel related skills are essential as is an understanding of relating to community needs.

** BUSINESS MANAGERS/ACCOUNTANTS
With experience, able to train and supervise staff. For work in administration at various projects (small/medium hospitals, construction sites, rural centres, schools) and UMN related industries. The training of Nepali staff is a key responsibility in these assignments.

GW/kd
20/11/89

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Gossner Mission

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UNITED MISSION TO NEPAL

P O Box 126
Kathmandu, Nepal

Phone No: 227016
212179
212668

Eingegangen
12. Jan 1990
Erledigt:.....

December 26, 1989

Dear Friends

Re: Personnel Needs List/Job Descriptions

Please find enclosed with this letter the latest copy of the UMN Personnel Needs List. I am also enclosing a General Job Description for most of the posts which appear on this list. The list is accurate at the time of going to print although you will appreciate that our personnel requirements can change from day to day as new offers of service come in, or as existing personnel decide to leave.

I do hope you will find this information helpful. If I can assist in providing you with any further details, do get in touch with me.

Re: UMN Application Form

Enclosed, please find a copy of the new UMN Application Form (November 1989). This form replaces the previous Nepal Information Form (November 1986) and should be completed by all applicants to UMN.

Re: UMN Recruitment Procedures

Owing to confusion with some Member Bodies, I think it would be helpful if I were to explain again our main requirements in handling applications from UMN Member Bodies. The single most important document for us is a full and detailed CV (bio-data). If we receive this with the initial letter of enquiry this helps us to determine quickly whether we have any vacancies suitable to the particular training, qualifications and work experience of the applicant. Only if we feel we may have a suitable vacancy would we then ask to receive further application papers. For your information a full set of papers for a UMN application is as follows:

- A completed UMN Application Form (for married couples both husband and wife should complete a separate form
- The Member Body's own application forms (if these are available in English
- Two professional references (minimum)
- One Church/Pastoral reference
- One reference from a friend
- Children's School Report Forms (if applicable)

UMN also needs to receive written or telexed assurance that each applicant has received medical/psychological clearance according to UMN criteria. In addition, we need to receive 10 identical passport photos of each adult applicant, and full passport details (number, date of issue/expiry) for each passport holder, including children. It is helpful if we can also receive a photocopy of the documentation sections of each applicant's Passort .

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After an application has been considered at UMN Coordinating Committee we usually telex or write to the Member Body to inform them of the decision taken. However please note that UMN acceptance does not guarantee acceptance by His Majesty's Government of Nepal. After UMN has approved an applicant we are then required to submit full bio-data and photographs with details of the post in question to gain full clearance via the relevant Government Line Ministry, the Ministry of Home Affairs (including clearance through Interpol) and clearance by the National Planning Commission. On average this procedure takes about four to five months to complete. New personnel must not enter Nepal until they receive specific instruction from UMN to do so.

I hope the above information is helpful to you.

I would like to thank you on behalf of UMN for all you do in finding personnel for us.

With all good wishes

Gareth Wardell
Personnel Department

gw/kd

Gossner Mission

GENERAL SURGEON

Background

In addition to its involvement in running several hospitals in Nepal. In these hospitals we strive to provide continuing secondary level surgical care. The surgeon will be working together with junior and senior resident doctors in a training relationship. It certainly is important to have reliable referral facilities available to back-up the ongoing primary health care programmes.

community health activities LMN is also

Job Description

The post holder will be responsible for inpatient and out-patients care of surgical patients, and will work together with other doctors in the hospital in seeking to provide appropriate care for patients in Outpatients Department and the Wards.

He/she will be aware of management needs, within the Operating Department and will act as adviser to Operating Room In-charge, as well as Nursing Director. He/she will be responsible to the medical director.

He/she must be able, when feasible, to train staff at all levels through in-service education. Working together with junior Nepali doctors becomes increasingly more important.

Person Description

Post holders should normally possess an MRCS or equivalent post graduate training in Surgery. For one of our more remote hospitals the full MRCS qualifications would not be necessary, provided one has other demonstrable surgical training and experience.

He/she needs to be able to supervise ether and regional anaesthesia procedures because an anaesthesist is not always available.

He/she must be able to work in a team setting and be willing to work hard, with the ability to train and coach auxilliary support staff, including junior Nepali doctors.

He/she must have the spiritual depth and understanding needed to contribute to the team setting in Nepal and to cope with situations where help cannot be given to all patients who come, at standards prevailing in developed countries.

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Gossner Mission

DENTISTS

Background

UMN's involvement in community health and development in Nepal has led to the setting up of health centers and hospitals in a variety of locations. One is the 138 bed Patan Hospital in the Kathmandu Valley, and another is a 100 bed Hospital situated near Tansen Town 200 km west of Kathmandu in the foothills.

Each hospital has a well equipped dental surgery which provides the base for curative, preventive and promotive dental care in the town areas and surrounding district at an appropriate level according to the policies of the Hospital Board and the WHO recommendations for Nepal.

Suitably qualified national staff are scarce and therefore training is important. We would like to do more by way of developing teaching material as well as getting involved in national training programmes for dental assistants.

Job Description

Post holders will be expected to treat both emergency and routine patients in the hospital dental department and to assist the Department Head in the day-to-day operations including smooth patients flow, good hygiene standards, maintaining equipment and supplies and ordering.

They will provide education and training to Dental Auxillary personnel and may be expected to help in developing a Dental Health Teaching Programme for Community Health Staff, schools, and the general public. Other tasks may include developing visual aids for teaching, oral health survey work and visiting health posts and schools as required for teaching, treatment and surveys.

Person Description

Post holder should possess a Bachelor level qualification in dentistry and/or dental surgery and have had at least 1 year experience in their home country.

A willingness to commit oneself for at least 2 years but preferably more is essential.

He/she must be able to work in a team setting and be willing to work hard with the ability to help and relate to people. He/she must be able to teach people of differing educational backgrounds.

Gossner Mission

IN-SERVICE NURSE EDUCATOR

Background

In order to provide the full spectrum of promotive. preventive and curative health care in the locations of its involvement, UMN is involved in running hospitals in Nepal.

One of these hospitals is the 138 bed Patan Hospital in the Kathmandu Valley. This hospital has a close affiliation with the UMN Nursing Campus. The hospital employs more than 60 Nepali nurses and several lower level nursing staff as well. It is important to develop and maintain staff competency through ongoing on-the-job and in-service training for different levels of staff.

Job Description

The In-service Nurse Educator will be responsible for assessing the needs of the institution and its personnel regarding content of the in-service programme. He/she will plan, organize conduct and evaluate all the activities of the programme. Record-keeping of in-service training activities, periodic reporting and making recommendations to the nursing superintendent for improvements in the nursing care are all part of the job. He/she will make available teaching aides as appropriate, counsel personnel on educational opportunities and establish and maintain inter-departmental and external relationships for educational activities.

Person Description

The post holder will be qualified from an accredited programme of nursing with a post basic education in supervision and teaching.

He/she will have had at least 1 year of experience in a similar post in the home country.

He/she should be mature, conscientious, tactful able to communicate cross culturally and (eventually) in another language and be adaptable to new and stressful situations.

Gossner Mission

LABORATORY TECHNICIAN (MEDICAL TECHNOLOGIST)

Background

UMN's involvement in community health and development in Nepal has led to the setting up of health centres and hospitals in a variety of locations. One such is the 100 bed Tansen Hospital in Palpa District. It has a laboratory with low level technology, and a blood bank. UMN has decided to upgrade the present laboratory service, especially in the area of bacteriology and prepare and train national staff. Suitably qualified national staff area scare, and must therefore be trained by a competent medical technologist.

Job Description

The post holder must be prepared to undertake supervisory duties needed for the laboratory. He/she will help up-grade the present laboratory, and prepare and train staff, especially in bacteriology technics.

He/she will, together with the Nepali Head of Department, look after the day to day running of the laboratory, and plan and manage its service for the hospital. In-service training for all levels of laboratory staff will be his/her responsibility. At present there are no culture facilities, this needs to be initiated and staff trained to enable them to take responsibility for this in the future.

Person Description

The post holder should have broad general laboratory experience, and also experience in Bacteriology. He/she will be responsible to the Medical Director and/or the Laboratory Department Head. He/she will be required to help in decision making of all lab affairs in consultation with senior staff, if necessary. He/she will also be expected to help employ lab staff, in cases where authority has been delegated for this purpose.

11/84

Gossner Mission

November 1989

GENERAL MEDICAL PRACTITIONER

Background

UMN is involved in the development of Health Service provision in Nepal through a variety of hospital and community health projects. These programmes are situated in a variety of locations, ranging from urban based hospitals serving largely urban communities, to community health programmes reaching into semi-remote to remote areas. Qualified generalists are needed to help expand and improve UMN's programmes.

Job Description

Applicants must be willing to work either as part of a hospital team or as team members in primary health care planning and management, with emphasis on in-service training and support for paramedical workers in rural areas. They must be able to carry out all-round diagnosis and treatment of a wide range of diseases. This calls for persons preferably with extra training in parasitology and infectious diseases. Some persons will be required to work in the field of pediatrics and obstetrics.

Person Description

Applicants should be qualified general medical practitioners with a broad range of experience. Generally speaking, for persons without previous experience of Asia, a minimum period of 18 months hospital based work will be necessary to give adequate orientation to Nepal before they can be considered for community health work. The ability to adapt to the stresses of an Asian working environment is essential.

Gossner Mission

November 1989

NURSE TUTOR

Background

UMN is involved in the development of many rural regions of Nepal, through its community health and other development programmes, which are located in different parts of the country. It is also involved in urban based programmes, including the 138 bed Patan Hospital and the UMN Nursing Campus based in the Kathmandu Valley.

A regular supply of well trained nursing staff is required to meet the needs of the country. UMN trains Nepali nurses in a basic nursing programme. The number of such trainees is increasing and suitably qualified and experienced Nurse Educators are needed.

Job Description

Nurse Tutors will be involved in teaching all aspects of the basic nursing curriculum, including supervision of practical training at the nearby Patan Hospital.

Person Description

Applicants must be fully qualified and experienced nurses with post-basic qualifications and experience in Nursing Education. The ability to adapt to the stresses of an Asian working environment is essential.

Gossner Mission

November 1989

FORESTER JOB DESCRIPTION

Background

Foresters are recruited primarily to work in projects which have a teamwork approach to community needs. This means that the projects may also have health work, agricultural work, irrigation work, non-formal education work, etc, going on at the same time. The forester will be working to serve as part of this team of people who are committed to meeting the needs of villagers (usually farmers). Some foresters, especially those with experience, may be assigned to the Rural Development Centre where they will work as consultants and advisors to UMN projects on forestry matters.

Local conditions and team size, will vary from place to place; but in general the work is hard, involving tramping over hills, a simple diet, little or no transport facilities and simple housing, possibly with no running water or electricity. Some situations will be easier, but each candidate needs to be ready for an assignment in primitive conditions. In addition to this, small team size in some areas means that a person must sometimes be able to supervise the work of several components in addition to forestry. For example, the forester in a small, remote team may be responsible also for supervising agricultural work, using the advice of consultants who would visit occasionally.

Job Description

Duties may include planning, budgeting, field implementation, training on nursery establishment, and non-formal motivation and education of villagers to select, plant, protect and manage the use of either community or individually owned plantings. This will vary according to project needs and objectives.

The scope of UMN involvement at present is not so much afforestation, but rather private tree planting and assistance in establishing nurseries. We also enable local farmers to receive training, either by organising training courses locally, or by sending them to other forestry projects (for example the Nepal Australian Forestry Project which has trained people and then provided seeds). UMN is also beginning to work in agroforestry (especially with fodder and fruit trees) and is looking at opportunities involving watershed management. Help is needed to plan, organise and implement such programmes.

Principle Relationships

Foresters will mainly relate to villagers and become a part of their struggle in an ecologically hostile environment. Most important is the attitude of involvement as a resource person, motivator, educator, student, and friend. The emphasis is not only on the academic qualifications, but also on experienced people putting their knowledge to work in different situations; seeking to communicate ideas and sharing skills, either by word or by demonstration.

Significant Authorities

Foresters will be responsible for overseeing the work of some project staff.

Foresters will be responsible to their projects directors and to the Rural Development Secretary of UMN.

Gossner Mission

BUTWAL POWER COMPANY

Senior Manager

1. Background

Butwal Power Company is a Private Limited Company registered in Nepal which has United Mission to Nepal as majority shareholder. By entering into agreements with the Government of Nepal, UMN through its involvement in BPC, is able to undertake involvement in hydropower development and rural electrification with BPC serving as owner and manager of these projects. One of BPC's current projects is the Andhikhola Hydel and Rural Electrification Project, a multipurpose project composed of a 5 MW hydropower station, and a rural electrification pilot scheme using new low cost methods of distribution and tariff structures, and promotion of end uses of electricity.

Under a separate agreement between Government of Nepal and UMN, BPC has undertaken to construct the 12 MW Jhimruk Project, located in west Nepal. Construction is starting in late 1989, and is scheduled to be completed in 1994.

A separate division, BPC Hydroconsult, undertakes feasibility studies and design of hydropower and irrigation schemes.

2. Job description

This position carries major responsibility for management in the Company. Main duties include overseeing the administration of the company, and liasoning with Government and other organizations. A major responsibility will be to oversee the recruitment and training of Nepali personnel to fill senior poets in the company.

3. Person Description

The post holder should possess a Bachelor level qualification. The person required for this post will have considerable management experience, preferably in a field related to the major activities of BPC. Work experience in a developing country is desirable, and willingness and ability to adapt to local conditions is essential.

November 21, 1989

JD-BPC.MAN

Gossner Mission

JHIMRUK PROJECT

General Services Officer

1.Background

UMN has entered into an Agreement with the Government of Nepal to construct the Jhimruk Hydel and Rural Electrification Project. The Project consists of a 12 MW hydropower plant, 135 kilometers of distribution lines, and a 45 km line connecting the power plant to the national distribution grid. UMN will implement the project through private limited companies it has established, with the purpose of building up Nepal's capability to develop its own hydropower potential. The Project is located in the hills of western Nepal.

In the project there will be about 9 expatriate posts, with an adult expatriate population of about 15 persons. It is necessary that UMN assign a person to be in charge of support services for the expatriates in the Project.

2. Job description

This position carries responsibility for all necessary support services to expatriates in the Project. This includes responsibility for running the Project Support Office, and serve as liason with UMN Headquarters. In addition, the General Services Officer will serve as pastoral resource among the expatriates assigned to the Project.

3. Person description

The person should have experience in administration, preferably with some work experience in a developing country. Strong interpersonal skills is a must. Pastoral background would be an asset.

November 21, 1989

JD-JHIM.GSO

Gossner Mission

DEVELOPMENT AND CONSULTING SERVICES

Mechanical Engineer

1. Background

a. Development & Consulting Services (DCS)

DCS focusses on the development of technologies for small industries in Nepal. The approach used has been both to develop the technologies, and to promote their use; promotion has been done either through establishing separate organisations (e.g. companies), or through training of Nepali entrepreneurs, or by its own installation programme. Major emphases have been on bio-gas, small turbines and mills, rural electrification, and cement fibre tiles. It is seeking to establish itself as a major centre for this type of work,a nd to build up a good team of Nepali staff.

DCS is located at the edge of the Nepal Terai (plains), and the climate is hot. It is linked with engineering industries and a training centre in which UMN has been involved for 25 years. There is a Nepali staff of about 50, and up to 10 expatriates.

b. The Research and Development Programme

The R & D Programme centres on a small workshop, and the goal is to develop machinery and equipment which will be of use to farmers, or to small rural industries.

Current projects include several pieces of equipment, some already at an advanced stage, others are just ideas. Some of them are listed here with some comments:

Hydraulic Ram Pump - development nearly finished
Manual Operated Vibrating Table - development 50% done
Manual Operated Rice Huller - some work done on this
General Rice Hulling Research - much work done but no satisfactory results yet
General Oil Pressing Research - much work done but no satisfactory results yet. A new phase should be started
Pelton Turbine Research - New Project
Sawdust briquetting machine - New Project.

The programme also provides technical advice to other UMN projects.

2. Job description

The job involves designing and developing mechanical equipment for e.g. grain processing, water pumping, small industrial development or rural industries. The position involves taking full responsibility for one or two items of equipment, and seeing them through from concept, to design and manufacture of prototype, and field testing. The job may involve field trips. It may also involve programme administration. Training of Nepali counterparts will be an important function.

3. Person description

This person should be qualified to degree level or equivalent with a good practical background. Some experience in the development of machinery would be preferable. Agricultural experience is an advantage but not essential.

The person (and their family) should be able and willing to live in a trying climate.

November 17, 1989

JD-DCS.REV

Gossner Mission

DEVELOPMENT AND CONSULTING SERVICES

Electrical Engineer

1. Background

a. Development & Consulting Services (DCS)

DCS focusses on the development of technologies for small industries in Nepal. The approach used has been both to develop the technologies, and to promote their use; promotion has been done either through establishing separate organisations (e.g. companies), or through training of Nepali entrepreneurs, or by its own installation programme. Major emphases have been on bio-gas, small turbines and mills, rural electrification, and cement fibre tiles. It is seeking to establish itself as a major centre for this type of work,a nd to build up a good team of Nepali staff.

DCS is located at the edge of the Nepal Terai (plains), and the climate is hot. It is linked with engineering industries and a training centre in which UMN has been involved for 25 years. There is a Nepali staff of about 50, and up to 10 expatriates.

b. Electrification of villages in Nepal using water turbine powered generators of up to 100 kW, is an area of development which is rapidly growing. The DCS programme is to develop a whole package for electrification including generator and control, transmission, house wiring, tariff systems, and end used like cooking and small industries.

The programme has 2 engineers and 1 Nepali electrician but relates very closely with the DCS installation team which has a staff of about 15 Nepalis.

c. The Electrical Engineer will be required either to work under a Nepali coordinator, or to lead the programme.

2. Job description

a. To assist the installation programme with the design of electrification schemes, particularly at the larger end of the range.

b. To investigate possible end uses of electricity, particularly for rural industries.

c. To adapt, and if necessary design appropriate equipment; to assist in the establishment of industries using the equipment.

d. To train Nepali counterparts.

3. Person description

This person must be able to lead this programme and therefore should be technically competent at least to degree level in electrical or electronic engineering. He/she will also be expected to do some administrative (e.g. budgets) and supervisory work.

It is preferred that he/she has some experience (2 - 3 Years min.) in design and development work and must be practically inclined, and capable of original thought.

The job involves frequent field trips so he must be prepared to travel.

The person (and their family) should be able and willing to live in a trying climate.

November 17, 1989

JD-DCS.REV

Gossner Mission

DEVELOPMENT AND CONSULTING SERVICES

Materials Technologist

1. Background

a. Development & Consulting Services (DCS)

DCS focusses on the development of technologies for small industries in Nepal. The approach used has been both to develop the technologies, and to promote their use; promotion has been done either through establishing separate organisations (e.g. companies), or through training of Nepali entrepreneurs, or by its own installation programme. Major emphases have been on bio-gas, small turbines and mills, rural electrification, and cement fibre tiles. It is seeking to establish itself as a major centre for this type of work,a nd to build up a good team of Nepali staff.

DCS is located at the edge of the Nepal Terai (plains), and the climate is hot. It is linked with engineering industries and a training centre in which UMN has been involved for 25 years. There is a Nepali staff of about 50, and up to 10 expatriates.

b. The Materials Technology component of DCS has concentrated on fibre concrete roofing tiles especially for village use, but the opportunity is there to develop other ideas that will increase the quality or reduce the cost of buildings in Nepal. This could include novel building designs, or new building materials or novel construction techniques. There are many possibilities for someone with a good technical background and a constructive imagination.

2. Job description

- To explore possible technologies for new building technologies or construction methods.
- To undertake development and testing in suitable technologies.
- To establish methods of promotion and dissemination of the technologies.

3. Person description

This person should be qualified to degree level in Materials Technology, Physics, or Civil Engineering. Other technical qualifications would be considered. He/she must have an innovative mind and a keen interest in developing materials for Nepal. Although the main thrust of the programme is for building materials other possibilities (e.g. ceramics, plastics) could also be considered.

He/she must be capable of working on his own initiative, but must also be able to train Nepali staff to work alongside him/her.

The person (and their family) should be able and willing to live in a trying climate.

November 17, 1989

JD-DCS.REV

Gossner Mission

BUTWAL TECHNICAL INSTITUTE

Industrial Training Consultant

1. Background

Butwal Technical Institute (BTI) is an apprenticeship training centre, providing industry based training. Training is given for 4 years, mainly in the following trades:

Welding
Machinist
Electrician
Cabinet maker

The trainees are placed in companies, and training is given while the trainees are working on production, according to curricula set by BTI. In addition theory classes are given outside working hours. The success of the training therefore depends on close cooperation between BTI and the industries.

In addition to the 4 year craftsman training, a 2 year programme provides training to machine operator level.

BTI is located on the edge of the Nepal terai (plains), and the climate is hot. It is part of an industrial complex comprising engineering and wood based industries.

2. Job description

The major responsibilities are:

a. to evaluate the apprenticeship training programme;

b. to advise on improvements and new developments in the training programme;

c. to support and strengthen supervisors in industries who are acting as instructors;

d. to assist related industries to assess their training needs, and advise on means of satisfying them;

e. to support the staff of BTI so that they may continue the development of training.

3. Person description

The person should have extensive experience of industry based training, particularly in its management and planning. The ability to build relationships is essential.

The person (and his family) should be able and willing to live in a trying climate.

November 16, 1989

JD-BTI.WP

Gossner Mission

DEVELOPMENT AND CONSULTING SERVICES

Management/marketing Consultant

1. Background

   a. Development & Consulting Services (DCS)

   DCS focusses on the development of technologies for small industries in Nepal. The approach used has been both to develop the technologies, and to promote their use; promotion has been done either through establishing separate organisations (e.g. companies), or through training of Nepali entrepreneurs, or by its own installation programme. Major emphases have been on bio-gas, small turbines and mills, rural electrification, and cement fibre tiles. It is seeking to establish itself as a major centre for this type of work, and to build up a good team of Nepali staff.

   DCS is located at the edge of the Nepal Terai (plains), and the climate is hot. It is linked with engineering industries and a training centre in which UMN has been involved for 25 years. There is a Nepali staff of about 50, and up to 10 expatriates.

   b. The Management Consultancy Programme aims to strengthen and assist the management of UMN related and other companies. In doing this the programme plans to offer training and seminars. as well as responding to requests for advice.

2. Job description

   The job will involve liaising with companies and offering consulting advice when requested, setting up and running training courses (short and long term courses), making links with Nepali companies and organisations in Butwal and developing ways of offering advice in management, and in sales and marketing. The concept of marketing is one that especially needs to be actively pursued.

3. Person description

   The person needs to have general training in management or marketing. Several years experience is required, preferably at a senior level.

   The person (and their family) should be able and willing to live in a trying climate.

November 17, 1989

Gossner Mission

JOB DESCRIPTION
ADVISOR TO HEAD OF HEALTH DEPT, KTS JUMLA

BACKGROUND

The Karnali Technical School (KTS) was founded in July 1980 in the far NW of Nepal across the Himalayan divide of Nepal. It is an attractive and remote area accessible by air from Kathmandu (when weather and other conditions permit) or by a 5 day walk from Surkhet. The school established by UMN, is government run, and all UMN personnel work on a secondment basis. The school presently provides a 3 year practical training course (plus a fourth year internship) in 3 fields: agriculture, health and construction. There are some 130 students enrolled. The purpose of the school is to provide semi-skilled self-supporting workers to the surrounding needy areas.

There is also some extension work in Community Health and Forestry, which is linked to the school and provides practical experience for students. There are opportunities to live both on and off the actual school site.

JOB DESCRIPTION

This person reports to the KTS principal. The main responsibilities are:

- to provide support and advise to the Nepali Head of the Health Department in the administration of the department, but not to be involved in actual implementation.

- to be involved in improving the effectiveness of teaching staff, through assistance, encouragement and training in teaching and technical skills.

- working on Materials Development. This will involve reviewing and revising existing material, and preparing new material.

- some actual teaching, usually with a Nepali counterpart.

Expatriate staff are expected to work similar hours to their Nepali colleagues.

PERSON DESCRIPTION

This person must be willing to live and work in a remote area, where living and teaching conditions are basic, working and living with a small expatriate team. They need to have a flexible attitude to unexpected and lasted minute changes (eg. in time schedule), and be happy to teach at a more general level than perhaps they are used to. They need to enjoy the advisor/facilitator role, and be able to cope with not having control over such things as budgeting, spending and the implementation of initiatives. They will need to be able to work to Nepali supervisors and enjoy working amongst students.

Previous experience in Nepal/Asia is preferable. All teaching is in Nepali and a reasonable Nepali fluency will be necessary. For women particularly strong resilience is needed in the area's male oriented culture and work ethic. The person should be a qualified teacher in some aspect of the Health trade as sought at KTS.

The location calls for spiritually mature people capable of sustaining and living out their faith in a low key manner, in a sensitive cultural and religious environment.

November 1991

Gossner Mission

JOB DESCRIPTION
ADVISOR TO HEAD OF AGRICULTURE DEPARTMENT KTS, JUMLA

BACKGROUND

The Karnali Technical School (KTS) was founded in July 1980 in the far NW of Nepal across the Himalayan divide of Nepal. It is an attractive and remote area accessible by air from Kathmandu (when weather and other conditions permit) or by a 5 day walk from Surkhet. The school established by UMN, is government run, and all UMN personnel work on a secondment basis. The school presently provides a 3 year practical training course (plus a fourth year internship) in 3 fields: agriculture, health and construction. There are some 130 students enrolled. The purpose of the school is to provide semi-skilled self-supporting workers to the surrounding needy areas.

There is also some extension work in Community Health and Forestry, which is linked to the school and provides practical experience for students. There are opportunities to live both an and off the actual school site.

JOB DESCRIPTION

This person reports to the KTS principal. The main responsibilities are:

- to provide support and advise to the Nepali Head of the Agriculture Department in the administration of the department, but <u>not</u> to be involved in actual implementation.

- to be involved in improving the effectiveness of teaching staff, through assistance, encouragement and training in teaching and technical skills.

- working on Materials Development. This will involve reviewing and revising existing material, and preparing new material.

- some actual teaching, usually with a Nepali counterpart.

- Undertaking some off-campus work involving recruitment of new students and locating and supervising on-the-job training opportunities for students.

- acting as an advisor to the school's Nepali Farm Manager to ensure the farm runs effectively.

Expatriate staff are expected to work similar hours to their Nepali colleagues.

PERSON DESCRIPTION

This person must be willing to live and work in a remote area, where living and teaching conditions are basic, working and living with a small expatriate team. They need to have a flexible attitude to unexpected and lasted minute changes (eg. in time schedule), and be happy to teach at a more general level than perhaps they are used to. They need to enjoy the advisor/facilitator role, and be able to cope with not having control over such things as budgeting, spending and the implementation of initiatives. They will need to be able to work to Nepali supervisors and enjoy working amongst students.

Previous experience in Nepal/Asia is preferable. All teaching is in Nepali and a reasonable Nepali fluency will be necessary. For women particularly strong resilience is needed in the area's male oriented culture and work sphere. The person should be a qualified teacher in some aspect of the Agriculture Trade as sought at KTS.

The location calls for spiritually mature people capable of sustaining and living out their faith in a low key manner, in a sensitive cultural and religious environment.

November 1989

Gossner Mission

JOB DESCRIPTION
ADVISOR TO HEAD OF CONSTRUCTION DEPT, KTS, JUMLA

BACKGROUND

The Karnali Technical School (KTS) was founded in July 1980 in the far NW of Nepal across the Himalayan divide of Nepal. It is an attractive and remote area accessible by air from Kathmandu (when weather and other conditions permit) or by a 5 day walk from Surkhet. The school established by UMN, is government run, and all UMN personnel work on a secondment basis. The school presently provides a 3 year practical training course (plus a fourth year internship) in 3 fields: agriculture, health and construction. There are some 130 students enrolled. The purpose of the school is to provide semi-skilled self-supporting workers to the surrounding needy areas.

There is also some extension work in Community Health and Forestry, which is linked to the school and provides practical experience for students. There are opportunities to live both on and off the actual school site.

JOB DESCRIPTION

This person reports to the KTS principal. The main responsibilities are:

- to provide support and advise to the Nepali Head of the Agriculture Construction Department in the administration of the department, but not to be involved in actual implementation.

- to be involved in improving the effectiveness of teaching staff, through assistance, encouragement and training in teaching and technical skills.

- working on Materials Development. This will involve reviewing and revising existing material, and preparing new material.

- some actual teaching, usually with a Nepali counterpart.

- Undertaking some off-campus work involving recruitment of new students and locating and supervising on-the-job training opportunities for students.

Expatriate staff are expected to work similar hours to their Nepali colleagues.

PERSON DESCRIPTION

This person must be willing to live and work in a remote area, where living and teaching conditions are basic, working and living with a small expatriate team. They need to have a flexible attitude to unexpected and lasted minute changes (eg. in time schedule), and be happy to teach at a more general level than perhaps they are used to. They need to enjoy the advisor/facilitator role, and be able to cope with not having control over such things as budgeting, spending and the implementation of initiatives. They will need to be able to work to Nepali supervisors and enjoy working amongst students.

Previous experience in Nepal/Asia is preferable. All teaching is in Nepali and a reasonable Nepali fluency will be necessary. For women particularly strong resilience is needed in the area's male oriented culture and work sphere. The person should be a qualified teacher in some aspect of the Construction Trade as taught at KTS. Subject areas taught include construction method, surveying, carpentry and technical drawing.

The location calls for spiritually mature people capable of sustaining and living out their faith in a low key manner, in a sensitive cultural and religious environment.

November 1989

Gossner Mission

JOB DESCRIPTION
INSTRUCTOR AGRICULTURE TRADE, KTS, JUMLA

BACKGROUND

The Karnali Technical School (KTS) was founded in July 1980 in the far NW of Nepal across the Himalayan divide of Nepal. It is an attractive and remote area accessible by air from Kathmandu (when weather and other conditions permit) or by a 5 day walk from Surkhet. The school established by UMN, is government run, and all UMN personnel work on a secondment basis. The school presently provides a 3 year practical training course (plus a fourth year internship) in 3 fields: agriculture, health and construction. There are some 130 students enrolled. The purpose of the school is to provide semi-skilled self-supporting workers to the surrounding needy areas.

There is also some extension work in Community Health and Forestry, which is linked to the school and provides practical experience for students. There are opportunities to live both an and off the actual school site.

JOB DESCRIPTION

This person reports to the Nepali Head of Agriculture Trade. Their main responsibilities are:

- to instruct and supervise students in both the formal class room and practical on-the-job situations. Teaching will normally be done with a counterpart;

- to work on Materials Development preparing student and instructor materials, reviewing and revising existing material;

- assisting in the recruitment of new students;

- taking a share of normal instructors general school duties outside normal teaching hours;

- supervision of any Assistant Trade Instructor or other staff delegated to them;

The actual balance of the first 2 areas of responsibility will vary according to the personnel skills needs.

Expatriate staff are expected to work similar hours to their Nepali colleagues.

PERSON DESCRIPTION

This person must be willing to live and work in a remote area where living and teaching conditions are basic, working and living with a small expatriate team. They need to have a flexible attitude to unexpected and last minute changes (eg. in time schedule), and be happy to teach at a more general level that perhaps they are used to.

They need to be able to work to a Nepali supervisor and enjoy working amongst students. All teaching is in Nepali and reasonable Nepali fluency will be necessary.

For women particularly, strong resilience is needed in the area's male oriented culture add work sphere.

Diploma or Certificate level in some aspect of Agriculture as taught at KTS is required. Teaching training and experience is highly desirable. At present KTS has a strong desire for a vet or at least an animal science person in this post.

The location calls for spiritually mature people capable of sustaining and living out their faith in a low key manner, in a sensitive cultural and religious environment.

November 1991

Gossner Mission

JOB DESCRIPTION
CONSTRUCTION COURSE EXTENSION WORKER, KTS, JUMLA

BACKGROUND

The Karnali Technical School (KTS) was founded in July 1980 in the far NW of Nepal across the Himalayan divide of Nepal. It is an attractive and remote area accessible by air from Kat'mandu (when weather and other conditions permit) or by a 5 day walk from Surkhet. The school established by UMN, is government run, and all UMN personnel work on a secondment basis. The school presently provides a 3 year practical training course (plus a fourth year internship) in 3 fields: agriculture, health and construction. There are some 130 students enrolled. The purpose of the school is to provide semi-skilled self-supporting workers to the surrounding needy areas.

There is also some extension work in Community Health and Forestry, which is linked to the school and provides practical experience for students. There are opportunities to live both on and off the actual school site.

JOB DESCRIPTION

The person reports to the Nepali Head of Construction Trade. Their main responsibilities are:

- to find adequate and varied practical training opportunities in the local community for KTS construction students.

- to make the necessary arrangements (surveying work to be done, agreements about payment term and conditions etc.) for this work;

- to be responsible (as delegated) for all or part of the supervision of this work, with a strong focus on giving practical skills to students.

- to be a resource person to local people seeking advice for construction or appropriate technology problems.

- seeking to adapt proven technologies to the local situation (although original and long-term research and development is excluded due to lack of facilities and time).

- preparation of plans, budgets add statements as required.

Expatriate staff are expected to work similar hours to their Nepali colleagues.

PERSON DESCRIPTION

This person must be willing to live and work in a remote area where living and working conditions are basic, working and living with a several expatriate team. They need to have a flexible attitude to unexpected and last minute changes (eg. in time schedule). They must be able to work to a Nepali Supervisor and enjoy working amongst students. All work is in Nepali and reasonable Nepali fluency will be necessary. Someone with previous experience in Nepal is preferable.

For women, particularly, strong resilience is needed in the area's male orientated culture and work sphere. The person could be either a tradesman or technician.

The location calls for spiritually mature people capable of sustaining and living out the faith in allow key manner, in a sensitive cultural and religious environment.

November 1989

Gossner Mission

JOB DESCRIPTION: SCIENCE TUTOR FOR KISC

Background

The Kathmandu International Study Centre (KISC) is a joint support project of UMN and a sister mission, the International NEpal Fellowship (INF). It opened in January 1987 to cater for the educational needs of secondary-age missionary children (11-18 years) and fulfills a vital role in enabling missionary families with older children to stay longer on the field. KISC is a resource\learning centre at which students study through individualised self-study systems from their home country but also join together for many corporate activities. The Centre aims to provide an education of a comparable standard with, and covering the same range of subjects as in each student's own country. The language of communication within the Centre is English but students may study in their own language.

Job Description

An experienced secondary level teacher is needed to undertake the following duties:

1. To tutor Science throughout the school to GCSE (General Certificate of Secondary Education (UK)) level and the equivalent in other courses.
2. To supervise and direct students in individual and group practical work in the science laboratory.
3. To take special responsibility for the overall progress and well-being of some of the students on an individual basis.
4. To develop individualised self-study material in science core-topics which takes advantage of the students' unique learning environment.
5. To take part in extra-curricular activities and to give occasional assistance with the care of the boarders.
6. Ability to teach other subjects\skills would be an advantage eg. sport, music, drama, woodwork, etc.

Person Description

Appropriate training and experience for the above job are essential. The tutor must be fluent in English, willing to be flexible in the work situation and able to to work well in a small team. He\she must also be sensitive to the needs of students from a wide variety of nationalities, ages and cultural backgrounds. He\she should be committed to the Christian principles of KISC and in sympathy with the aims of UMN and INF.

Needed: January 1991

November 1989

ED-JOB No8

Gossner Mission

JOB DESCRIPTION: GENERAL TUTOR FOR KISC

BACKGROUND

The Kathmandu International Study Centre (KISC) is a joint support project of UMN and a sister mission, the International Nepal Fellowship (INF). It opened in January 1987 to cater for the educational needs of secondary-age missionary children (11-18 years) and fulfils a vital role in enabling missionary families with older children to stay longer on the field. KISC is a resource/learning centre at which students study through individualised self-study systems from their home country but also join together for many corporate activites. The Centre aims to provide an education of a comparable standard with, and covering the same range of subjects as in each student's own country. The language of communication within the Centre is English but students may study in their own language.

Job Description

An experienced secondary teacher is needed to undertake the following duties:

1. To tutor History and/or Geography throughout the school.
2. Ability to tutor Sport and/or Music an advantage.
3. To share in the supervision of students studying in the Resource Centre.
4. To take special responsibility for the overall progress and well-being of some of the students on an individual basis.
5. To develop individualised self-study material in core-topics which takes advantage of the students' unique learning environment.
6. To take part in extra-curricular activities and to give occasional assistance with the care of the boarders.

Person Description

Appropriate training and experience for the above job are essential. The tutor must be fluent in English, willing to be flexible in the work situation and able to work well in a small team. He/she must also be sensitive to the needs of students from a wide variey of nationalities, ages and cultural backgrounds. He/she should be committed to the Christian principles of KISC and in sympathy with the aims of UMN and INF.

Position vacant: January 1990.

November 1989

Gossner Mission

JOB DESCRIPTION
PRIMARY TUTORIAL GROUP TEACHERS

BACKGROUND

UMN is involved in a range of Development projects throughout Nepal, in remote rural areas, regional centers, and in Kathmandu, the national centre. In most of these projects UMN has set up Tutorial Groups to cater for the educational needs of primary-aged children (5-11 yrs). The groups are run by a local management committee, staffed by a qualified teacher, assisted by parents. The groups vary in size (between 3 and 10 approximately), with children of different ages, nationalities and educational backgrounds. Some groups use the childrens' own correspondence material, others prepare their own curriculum. Basic text books are normally obtained from overseas, but supplemented with locally bought material.

Most of the groups are in rural areas where living and working conditions are simple and basic.

JOB DESCRIPTION

Specific responsibilities include:

1. Taking full or shared responsibility in the education of a group of missionary children, and in the general administration of the group.

2. Ordering and\or purchasing books and equipment locally or from overseas.

3. Checking the work of local staff (eg. sweeper, gardener).

4. Arranging for repair and maintenance of school premises, through appropriate project personnel.

5. Reporting to the local Management Committee and the UMN Education Secretary.

PERSONNEL DESCRIPTION

The nature of the job and variety of children require a person who is flexible adaptable and creative. In most in cases, the person will need to able to live and work in a more remote area, living within a small expatriate team.

Primary school teacher training and experience is essential, especially in teaching basic skills to the lower primary level (5-7 years).

MICHAL-P

November 1991

Gossner Mission

BUSINESS MANAGERS/ACCOUNTANTS

November 1989

Background

UMN is involved in the development, of both urban and rural communities in Nepal through a number of community health and rural educational, agricultural and industrial programmes. These programmes are situated in urban and semi-remote to remote areas. UMN has its headquarters in the capital city Kathmandu. Business Manager/Accountants are required for some of these programmes.

Tasks will vary depending on the nature of the project, but in all projects there will be a need for prompt and efficient maintenance of accounts, planning and budgeting. In some cases, co-ordination with the headquarters Treasurer's office and some other departments/member organizations also will be called for.

Job Description

Business Manager/Accountants will be responsible for establishing and operating financial accounts in accordance with guidelines established by the UMN Treasurer's office, including preparation and distribution of monthly and annual financial statements, and annual programme budgets, operation of bank accounts, monthly reconciliation, collection and accounting for fees, making payments, internal audits twice yearly, and control of expenditures by a standard procedure to approve payments.

They will also manage staff under their supervision, and manage/maintain buildings and equipment. Management of personnel will involve recommending to the Project Director, appointment, promotion, and/or dismissal of Nepali staff, interpreting and applying employment policies, training other business office personnel, and interpreting UMN Committee actions.

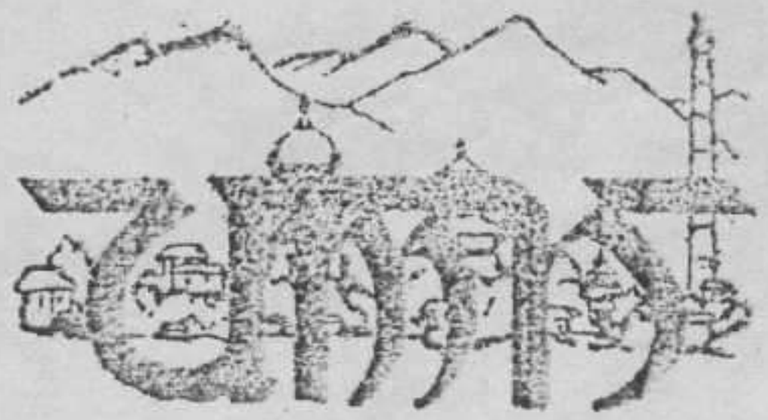
They will maintain and manage property, by supervising the stores purchases and inventory, giving overall direction to workshops, negotiating and signing lease agreements for housing, collecting and paying rents, arranging for necessary maintenance and repairs on housing, and keeping an up to date inventory of all housing furniture and equipment. They will be members of the Project Management Committee, and the local Area Housing Committee, besides chairing the Provident and Revolving Fund Loan Committee. They will perform such other duties as negotiated with the Project director.

Person Description

The persons should have suitable qualification to degree level or equivalent in accountancy, and practical experience. They should be able to organize and train others, and to communicate in an effective way. In some cases, they will need to cope in remote/semi-remote areas. In all cases, a good business head, with planning and budgeting strengths will be major criterion, along with flexibility and the ability to adapt to an Asian environment, as appropriate. Skills in dealing with employee queries, grievances and problems over pay and employment terms will also be necessary in most locations.

Gossner Mission

2/31-6



THE UNITED MISSION TO NEPAL

Mr. E. Metzler
Executive Director: [redacted]
Treasurer: Mr. L. Miller

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POST BOX 126
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5

Eingegangen
18. Mai 1990
Erledigt: .....

April 30, 1990

Dear Friends

Re: Personnel Needs List/Job Descriptions

Please find enclosed with this letter the latest copy of the UMN Personnel Needs List with Job Descriptions. The list is accurate at the time of going to print although you will appreciate that our personnel requirements can change from day to day as new offers of service come in, or as existing personnel decide to leave.

I do hope you will find this information helpful. If I can assist in providing you with any further details, do get in touch with me.

Re: UMN Application Form

Would you please ask new applicants to fill in the UMN Application Form (1989) rather than the Nepal Information Form (1986). The UMN Application Form covers additional information, which is helpful to us in processing new applications.

Re: UMN Recruitment Procedures

Owing to confusion with some Member Bodies, I think it would be helpful if I were to explain again our main requirements in handling applications from UMN Member Bodies. The single most important document for us is a full and detailed CV (bio-data). If we receive this with the initial letter of enquiry this helps us to determine quickly whether we have any vacancies suitable to the particular training, qualifications and work experience of the applicant. Only if we feel we may have a suitable vacancy would we then ask to receive further application papers. For your information a full set of papers for a UMN application is as follows:

- A completed UMN Application Form (for married couples both husband and wife should complete a separate form)
- The Member Body's own application forms (if these are available in English)
- Two professional references (minimum)
- One Church/Pastoral reference
- One reference from a friend
- Children's School Report Forms (if applicable)

UMN also needs to receive written or telexed assurance that each applicant has received medical/psychological clearance according to UMN criteria. In addition, we need to receive 10 passport photos of each adult applicant, and full passport details (number, date of issue/expiry) for each passport holder, including children. It is helpful if we can also receive a photocopy of the documentation sections of each applicant's Passports.

Gossner Mission

After an application has been considered at UMN Coordinating Committee we usually telex or write to the Member Body to inform them of the decision taken. However please note that UMN acceptance does not guarantee acceptance by His Majesty's Government of Nepal. After UMN has approved an applicant we are then required to submit full bio-data and photographs with details of the post in question to gain full clearance via the relevant Government Line Ministry, the Ministry of Home Affairs (including clearance through Interpol) and clearance by the National Planning Commission. On average this procedure takes about four to five months to complete. Please note that, new personnel must not enter Nepal until they receive specific instruction from UMN to do so.

I hope the above information is helpful to you.

I would like to thank you on behalf of UMN for all you do in finding personnel for us.

With all good wishes

Suzanne Linnell

Suzanne Linnell
Personnel Department

sl/kd

Gossner Mission

UNITED MISSION TO NEPAL

PERSONNEL NEEDS LIST

APRIL 1990

The United Mission to Nepal is a Christian Mission seeking workers with a clear commitment to Christ as Saviour and Lord, and a call of God to service in Nepal. The great need is for such workers who are prepared to join with colleagues from many countries, churches and professional backgrounds. They must have an attitude of flexibility and adaptability to assignments, and to living and working conditions in Nepal which are very different from those in their home countries and may lead to real frustration as well as the joys of such service. Personal qualities of humility and receptiveness are important for an effective presence in this country.

The list below consists of personnel required for approved posts in UMN and, unless otherwise stated, long-term(workers are preferred. The United Mission does not offer a salary to expatriates but looks to the member organizations to send the needed workers with full support, and will try to link any suitable inquirers with such member bodies. Further details can be supplied on request to:

Suzanne Linnell, United Mission to Nepal, Post Box 126, Kathmandu, Nepal.

The following key is given to help indicate the urgency of the different needs:

*** = URGENT NEED; POST TO BE FILLED AS SOON AS POSSIBLE
** = URGENT NEED
* = POST AVAILABLE

URGENCY

HEALTH SERVICES:

*** DENTISTS
for work in UMN's Dentistry and Oral Health Programme which includes both clinical and community dentistry, teaching and supervision of dental assistants.

*** RADIOLOGIST

is needed as a consultant, based in Patan Hospital (138 beds) in the Kathmandu Valley but also available for professional supervision of the radiology departments in the other 3 UMN Hospitals in the hills of Nepal.

*** LABORATORY TECHNICIAN (Medical Technologist)
is needed with broad general laboratory experience, prepared to undertake supervisory and training duties for a laboratory with low level technology in Tansen Hospital situated in the hills west of Kathmandu. Experience in bacteriology is essential.

** PATHOLOGIST
experienced in histo-pathology, and able to set up a histopathology department in Patan Hospital.

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** IN-SERVICE NURSE EDUCATOR
for ongoing education of nursing staff in the 138 bed Patan Hospital, in the Kathmandu valley, and possibly in other, rural hospitals.

** COMMUNITY HEALTH PROJECT DIRECTOR
The Palpa Community Health Project is addressing health and health-related needs in the area around Tansen Hospital. Population of the District ± 250,000. There are 54 employees. The present Director will be leaving in June 1991 and we need a new Director with experience in Community Health in a Developing Country preferably in Asia.

** WARD SISTER (OR)
The Tansen Hospital (100 beds) needs a nurse with OR experience to head the OR nursing team. The Operating Rooms are presently being rebuilt and by 1991 we expect to have 4 surgeons working in this Hospital. The number of operations performed last year was 4800.

* NURSING TUTORS
for staff of the UMN Nurse Campus which trains registered nurses in a basic nursing programme. The campus is located in the Kathmandu Valley

<u>RURAL DEVELOPMENT:</u>

*** TRAINING SPECIALIST
The Rural Development Centre in Pokhara needs someone to coordinate the overall training undertaken in its 5 professional areas namely Animal Health, Horticulture and Agronomy, Rural Income Creation, Forestry and Tree Planting, and village water systems. The post will support and train staff trainers, oversee the planning of training programmes, oversee the evaluation of training programmes, and maintain contact with the Nepal Government and NGO's operating in Nepal.

** TEAM LEADER/PROJECT DIRECTOR
The position calls for someone able to live in a remote area and take up leadership of a community development programme. The person must have experience and qualifications either in general development, or in specialist areas related to community development. Administration and personnel skills are essential. An understanding of integrated, community-participative development philosophy and methodology is expected.

** FORESTER
This position calls for the postholder to act as an advisor to village based, community participative forestry programmes. The programmes commenced will arise out of the community's agenda. Training and motivation skills are emphasized.

<u>ENGINEERING AND INDUSTRIAL DEVELOPMENT:</u>

*** MECHANICAL ENGINEER/CONSULTANT
To work in the design and development of appropriate equipment for village use eg. food processing, water power, wind power. Innovative skills needed.

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*** ELECTRICAL ENGINEER/CONSULTANT
To work on the design and development of village level industries aimed at the end use of low power electricity. Also to act as consultant for village electrification schemes. Innovative skills needed and must be willing to travel to sites.

*** INDUSTRIAL TRAINING CONSULTANT
A senior position to give advice to an apprenticeship training centre in Butwal which offers mechanical and electrical training in local industries. Experience in apprenticeship training essential, in curriculum, teaching, and preferably administration.

*** INDUSTRIAL FORESTER
To help organise and manage leased forestry areas for use in wood based industries. To continue trials for suitable species of trees. Industrial Forestry experience preferred.

*** COMPANY MANAGER
To fill a senior position in a company involved in the design, construction, and operation of mid range (1-15 MW) hydro power stations.

** RESEARCH AND DEVELOPMENT MANAGER
Experienced manager with strong technical background for a senior managerial position in research and development of appropriate technologies for rural use.

** MANAGEMENT/MARKETING CONSULTANT
To advise and assist various industries (mostly engineering and hydropower) in the development of effective management systems and marketing techniques. Experience in management at a senior level is essential.

** TRAINING CONSULTANT/MANAGER
To set up a new training department to run training courses for village people to use new equipment and technologies. Training experience preferred; administrative skills needed: must be willing to travel to sites.

<u>EDUCATION:</u>
(Please note, all the posts below marked JUMLA, are secondments to a government technical school, working under a Nepali Principal. Jumla is located in the remote North West area of Nepal, at 7500 feet, 2 hours by air from Kathmandu).

*** ADVISOR TO HEAD OF HEALTH DEPARTMENT (JUMLA)
Person with both health and teaching experience needed for material/curriculum development and some teaching and on-the-job training of staff in a remote technical school in Jumla. Teaching and living conditions are basic. Previous experience in Nepal/Asia preferable.

*** ADVISOR TO HEAD OF AGRICULTURE DEPARTMENT (JUMLA)
As above, but in the Agriculture Department of the school. Advice and input in the running of the school farm also sought.

*** ADVISOR TO HEAD OF CONSTRUCTION DEPARTMENT (JUMLA)
As above, but in the Construction Department of the school. Subject areas taught include construction methods, surveying, carpentry, technical drawing.

Gossner Mission

*** **PRIMARY TUTORIAL TEACHERS**
Experienced primary school teachers to teach small groups (4-12 children) of primary aged mission children, of varying nationalities, in some of our rural and urban project areas. The medium of instruction is English.

*** **ENGLISH TEACHER (Gandaki Boarding School, Pokhara)**
Person needed for this English-medium Regional School to teach up to class 12 (18 year olds) boys and girls. On-the-job training of Nepali staff also involved. Ability in extra-curricular activities an advantage.

** **LIBRARIAN**
A person is needed with librarianship qualifications and experience to act as consultant/trainer for various UMN projects. Will involve training and follow up of Nepalis in basic librarianship. Based in Kathmandu. Needed Jan 1991.

** **SCIENCE TUTOR,(KATHMANDU INTERNATIONAL STUDY CENTRE)**
Person needed to supervise and guide expatriate secondary level students in science subjects in a self-study system using material from different countries. Ability in other extra-curricular activities e.g. sports, music is an advantage.

<u>ADMINISTRATIVE PERSONNEL:</u>

*** **TEAM LEADERS/PROJECT DIRECTORS**
- To lead small teams of up to 5 or 6 Expatriate postholders together with Nepali staff, in the rural areas of Nepal. Teams may be multi-disciplinary or centered around a particular sector such as non-formal education, rural development, rural electrification, health etc. Administration and personnel related skills are essential as is an understanding of relating to community needs.

** **BUSINESS MANAGERS/ACCOUNTANTS**
with experience, able to train and supervise staff. For work in administration at various projects (small/medium hospitals, construction sites, rural centres, schools) and UMN related industries. The training of Nepali staff is a key responsibility in these assignments.

** **DONOR AGENCY COORDINATOR**
The primary focus of the post is to work closely with the Treasurer and the projects in the development and maintenance of contacts with UMN's financial partners. The work includes the preparation and submission of funding proposals, follow up of requests, and acknowledgement of contributions. Good organizational skills and communication skills, both oral and written, are needed. Previous experience in fundraising is desirable.

SL/kd
25/04/90

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Gossner Mission

DENTISTS

Background

UMN's involvement in community health and development in Nepal has led to the setting up of health centers and hospitals in a variety of locations. One is the 138 bed Patan Hospital in the Kathmandu Valley, and another is a 100 bed Hospital situated near Tansen Town 200 km west of Kathmandu in the foothills.

Each hospital has a well equipped dental surgery which provides the base for curative, preventive and promotive dental care in the town areas and surrounding district at an appropriate level according to the policies of the Hospital Board and the WHO recommendations for Nepal.

Suitably qualified national staff are scarce and therefore training is important. We would like to do more by way of developing teaching material as well as getting involved in national training programmes for dental assistants.

Job Description

Post holders will be expected to treat both emergency and routine patients in the hospital dental department and to assist the Department Head in the day-to-day operations including smooth patients flow, good hygiene standards, maintaining equipment and supplies and ordering.

They will provide education and training to Dental Auxillary personnel and may be expected to help in developing a Dental Health Teaching Programme for Community Health Staff, schools, and the general public. Other tasks may include developing visual aids for teaching, oral health survey work and visiting health posts and schools as required for teaching, treatment and surveys.

Person Description

Post holder should possess a Bachelor level qualification in dentistry and/or dental surgery and have had at least 1 year experience in their home country.

A willingness to commit oneself for at least 2 years but preferably more is essential.

He/she must be able to work in a team setting and be willing to work hard with the ability to help and relate to people. He/she must be able to teach people of differing educational backgrounds.

IV/5

Gossner Mission

RADIOLOGIST - PATAN HOSPITAL

Background

Patan Hospital, which is situated in the Kathmandu valley, is a 138 bed general hospital having general medicine, general surgery, gynecology/obstetrics, and pediatric services. It has a general laboratory for clinical microscopy, blood banking, biochemistry, bacteriology, histopathology, and cytology.

The Department of Radiology has two machines 300mA 90 and 115KV and one portable 35mA, 24 hours. It also has an excellent general purpose Ultra Sound machine with 3.5 and 5 and 7.5 MHz transducers.

Job Description

The duties of the post holder will include performing conventional radiological procedures; administrative organisation of the department and the supervision of radiographers.

He/she will be required to train staff, as appropriate, and be able to offer a consultative service to the Ultrasonographer, and to UMN hospitals.

Person Description

The post holder should have a post graduate qualification in Radiology, and preferably have had some experience in the administrative organisation of such a department.

He/she must have the ability to get along with persons of different cultures and ideas, and tolerance for technicians with less training than those in advanced countries. He/she must be able to learn the local language, at least sufficiently to communicate at a simple level. Ability and adaptability to cope with difficulties in supplies etc. is essential. No particular undue physical stress is required.

May 1990

Gossner Mission

LABORATORY TECHNICIAN (MEDICAL TECHNOLOGIST)

Background

UMN's involvement in community health and development in Nepal has led to the setting up of health centres and hospitals in a variety of locations. One such is the 100 bed Tansen Hospital in Palpa District. It has a laboratory with low level technology, and a blood bank. UMN has decided to upgrade the present laboratory service, especially in the area of bacteriology and prepare and train national staff. Suitably qualified national staff area scare, and must therefore be trained by a competent medical technologist.

Job Description

The post holder must be prepared to undertake supervisory duties needed for the laboratory. He/she will help up-grade the present laboratory, and prepare and train staff, especially in bacteriology technics.

He/she will, together with the Nepali Head of Department, look after the day to day running of the laboratory, and plan and manage its service for the hospital. In-service training for all levels of laboratory staff will be his/her responsibility. At present there are no culture facilities. this needs to be initiated and staff trained to enable them to take responsibility for this in the future.

Person Description

The post holder should have broad general laboratory experience, and also experience in Bacteriology. He/she will be responsible to the Medical Director and/or the Laboratory Department Head. He/she will be required to help in decision making of all lab affairs in consultation with senior staff, if necessary. He/she will also be expected to help employ lab staff, in cases where authority has been delegated for this purpose.

11/84

Gossner Mission

PATHOLOGIST - PATAN HOSPITAL

Background

Patan Hospital, which is situated in the Kathmandu valley, is a 138 bed general hospital having general medicine, general surgery, gynecology/obstetrics, and pediatric services. It has a general laboratory for clinical microscopy, blood banking, biochemistry, bacteriology, histopathology, and cytology.

Job Description

The post holder will be required to work primarily in histopathology and cytology, but should have a reasonable knowledge of microbiology, chemical pathology, hematology and immunology.

He/she will be responsible for the administrative organisation of the department and the supervision of staff in technical work, including quality control of tests carried out. Training of staff in appropriate aspects of pathology will be required.

The post holder will liaise with clinical units and offer a consultative service to other hospitals, particularly UMN.

Person Description

The post holder should posses a post graduate qualification in pathology, and preferably have had administrative experience in the organisation of such a department and the training of staff in various aspects of pathology.

He/she must have the ability to get along with persons of different cultures and ideas, and tolerance for technicians with less training than those in advanced countries. He/she must be able to learn the local language, at least sufficiently to communicate at a simple level. Ability and adaptability to cope with difficulties in supplies etc. is essential. No particular undue physical stress is required.

May 1990

Gossner Mission

IN-SERVICE NURSE EDUCATOR

Background

In order to provide the full spectrum of promotive. preventive and curative health care in the locations of its involvement, UMN is involved in running hospitals in Nepal.

One of these hospitals is the 138 bed Patan Hospital in the Kathmandu Valley. This hospital has a close affiliation with the UMN Nursing Campus. The hospital employs more than 60 Nepali nurses and several lower level nursing staff as well. It is important to develop and maintain staff competency through ongoing on-the-job and in-service training for different levels of staff.

Job Description

The In-service Nurse Educator will be responsible for assessing the needs of the institution and its personnel regarding content of the in-service programme. He/she will plan, organize conduct and evaluate all the activities of the programme. Record-keeping of in-service training activities, periodic reporting and making recommendations to the nursing superintendent for improvements in the nursing care are all part of the job. He/she will make available teaching aides as appropriate, counsel personnel on educational opportunities and establish and maintain inter-departmental and external relationships for educational activities.

Person Description

The post holder will be qualified from an accredited programme of nursing with a post basic education in supervision and teaching.

He/she will have had at least 1 year of experience in a similar post in the home country.

He/she should be mature, conscientious, tactful able to communicate cross culturally and (eventually) in another language and be adaptable to new and stressful situations.

Gossner Mission

Community Health Project Director

Background.

The Palpa Community Health Project works within part of Palpa District, West Nepal, addressing the health and health-related needs of a population of about 45,000. In doing so the project works with defined communities using the prevailing administrative infrastructures and channels, as well as with selected communities on a user-group basis through a non infra-structural approach. Functional area's covered are: health, drinking-water, agriculture, and non-formal-education. More detailed project information is available on request.

Job description

The post holder will direct and supervise the work of the Project in accordance with overall UMN purposes and policies. He/she will relate to and cooperate with relevant local government authorities and line-agencies. Preparation of plans, budgets, reports and statements for presentation to UMN central administration is an important feature of the job.

He/she will be responsible for continuing on the job training and in-service education of staff and for training selected staff for leadership positions, and for personnel management (± 50 staff members).

Person Description

The post holder should be a registered nurse, an MBBS doctor or have a comparable qualification. In addition to his/her basic qualification he/she should have at least three years work experience in community health development as well as administrative experience. Further qualifications in community health are an asset.

Work experience in a developing country is essential (preferably in Asia).

Communication skills as well as a commitment to community participation are important work traits.

He/she must be able to work in a team setting relating to people from diverse cultural backgrounds.

April 1990

Gossner Mission

Ward Sister (Operating Room)

Background

In addition to its involvement in community health activities UMN is also running several hospitals in Nepal. In these hospitals we strive to provide continuing secondary level surgical care. The number of operations performed in Tansen in the last reporting year was 4795. The operating rooms of the Tansen Hospital are presently undergoing major reconstruction to improve efficiency. The present operating room nursing in-charge will need a replacement in early 1991.

Job Description

The post holder will be responsible for the smooth running of the Operating Room and be involved with the OPD-Minor Operating Room.

He/she will be responsible for the nursing and related staff of the department and be responsible to the Nepali Nursing Superintendent.

He/she must be able to train staff at all levels through in-service education. Working alongside a Nepali counterpart is an important feature of the long-term plan for this post.

Person Description

Post holders should normally possess a Registered Nurse qualification as well as post-basic training and experience in operating room nursing. Proven ability to teach practical skills is an asset.

He/she must be able to work in a team setting relating to people from diverse cultural backgrounds.

The heavy surgical workload in Tansen often necessitates prioritizing. The post holder needs to be able to advise the Chief of Surgery on appropriate levels of care and workload.

April 1990

Gossner Mission

November 1989

NURSE TUTOR

Background

UMN is involved in the development of many rural regions of Nepal, through its community health and other development programmes, which are located in different parts of the country. It is also involved in urban based programmes, including the 138 bed Patan Hospital and the UMN Nursing Campus based in the Kathmandu Valley.

A regular supply of well trained nursing staff is required to meet the needs of the country. UMN trains Nepali nurses in a basic nursing programme. The number of such trainees is increasing and suitably qualified and experienced Nurse Educators are needed.

Job Description

Nurse Tutors will be involved in teaching all aspects of the basic nursing curriculum, including supervision of practical training at the nearby Patan Hospital.

Person Description

Applicants must be fully qualified and experienced nurses with post-basic qualifications and experience in Nursing Education. The ability to adapt to the stresses of an Asian working environment is essential.

Gossner Mission

UNITED MISSION TO NEPAL
TRAINING SPECIALIST, RURAL DEVELOPMENT CENTRE
POKHARA

JOB DESCRIPTION

1. Background

The Rural Development Centre is based in Pokhara, a town 200 km west of Kathmandu, but has a branch in Tansen. The centre has been providing technical, advisory and training services to UMN projects in the areas of:

- Animal health
- Horticulture and Agronomy
- Forestry
- Water Systems
- Income Generation

It is in the process of moving toward a primary focus on being a training organization, and widening its "market" beyond UMN projects. The Training position is needed because the majority of RDC staff, while technically trained, have little or no formal trainer training. They need the support of a training specialist.

2. Job Description

This job involves finding ways to guide, support and train RDC's technical trainers in the whole training process-

- Determining training needs
- Programme planning and development
- Materials development
- Programme presentation
- Evaluation

It involves helping coordinate the programmes of the different sections, and in the marketing of the programmes.

The job will involve getting to know the staff development needs of RDC's staff and developing both formal and informal ways to meet these needs.

3. Person Description

The person needs to have ability and experience in adult education, and in skills orientated training. They need to be able to listen to, build and maintain relationships with training staff (both expatriate and Nepali). Acquiring good standard of Nepali language will be important (Language lessons are taken after arrival). The ability to influence and train others will be based on earning trust, and credibility, not formal authority. The person should be interested in community development work, and be able to spend up to 20% of their time in remote areas guiding follow-up programmes.

April 1990

Gossner Mission

November 1989

FORESTER JOB DESCRIPTION

Background

Foresters are recruited primarily to work in projects which have a teamwork approach to community needs. This means that the projects may also have health work, agricultural work, irrigation work, non-formal education work, etc, going on at the same time. The forester will be working to serve as part of this team of people who are committed to meeting the needs of villagers (usually farmers). Some foresters, especially those with experience, may be assigned to the Rural Development Centre where they will work as consultants and advisors to UMN projects on forestry matters.

Local conditions and team size, will vary from place to place; but in general the work is hard, involving tramping over hills, a simple diet, little or no transport facilities and simple housing, possibly with no running water or electricity. Some situations will be easier, but each candidate needs to be ready for an assignment in primitive conditions. In addition to this, small team size in some areas means that a person must sometimes be able to supervise the work of several components in addition to forestry. For example, the forester in a small, remote team may be responsible also for supervising agricultural work, using the advice of consultants who would visit occasionally.

Job Description

Duties may include planning, budgeting, field implementation, training on nursery establishment, and non-formal motivation and education of villagers to select, plant, protect and manage the use of either community or individually owned plantings. This will vary according to project needs and objectives.

The scope of UMN involvement at present is not so much afforestation, but rather private tree planting and assistance in establishing nurseries. We also enable local farmers to receive training, either by organising training courses locally, or by sending them to other forestry projects (for example the Nepal Australian Forestry Project which has trained people and then provided seeds). UMN is also beginning to work in agroforestry (especially with fodder and fruit trees) and is looking at opportunities involving watershed management. Help is needed to plan, organise and implement such programmes.

Principle Relationships

Foresters will mainly relate to villagers and become a part of their struggle in an ecologically hostile environment. Most important is the attitude of involvement as a resource person, motivator, educator, student, and friend. The emphasis is not only on the academic qualifications, but also on experienced people putting their knowledge to work in different situations; seeking to communicate ideas and sharing skills, either by word or by demonstration.

Significant Authorities

Foresters will be responsible for overseeing the work of some project staff.

Foresters will be responsible to their projects directors and to the Rural Development Secretary of UMN.

Gossner Mission

DEVELOPMENT AND CONSULTING SERVICES

Mechanical Engineer/Consultant

1. Background

a. Development & Consulting Services (DCS) has 3 sectors:

- Civil Engineering/Materials Technology
- Electro-Mechanical Engineering/Installation
- Training/Services/Management Consultancy.

DCS focusses on the development of technology and technological services/consultancy. The aim is to work on the basis of the industrial center in Butwal and to reach out towards establishing small rural industries thus strengthening the overall industrial development of Nepal. The activities include development, training, installation and follow-up/consultancy.
Major areas have been on biogas (now fully handed over), small water turbine driven mills, rural electrification, fibre concrete tiles and food processing. DCS is seeking to establish itself as a major institute of technology and to build up a good team of Nepali staff.

DCS is located at the edge of the terai (plains) and the climate is hot/humid about half the year and cool/pleasant the other half. It is linked with engineering industries and an apprenticeship training centre in which UMN has been involved for 26 years. DCS has a Nepali staff of 50-60 and between 5-10 expatriates.

b. The Research and Development Workshop has the goal to develop machinery and equipment which will be of use to farmers or small rural industries.
Current projects include several pieces of equipment, some already at an advanced stage others just ideas as listed below:

Low-head Hydraulic Ram Pump for Irrigation - New Project
High-head Hydraulic Ram Pump for Drinking Water - Nearly finished
Manual Operated Rice Huller - Some work to be done
General Rice Hulling Research - Much work to be done
General Oil Pressing Research - Start of 3 yr. development project
Pelton Turbine Research - New Project
Sawdust Briquetting Equipment - Possible New Project.
Food Drying Equipment - Much work still to be done.

The Workshop also provides technical advice to other UMN projects and consultancy to outside workshop.

2. Job description

The job involves designing and developing mechanical equipment for e.g. grain processing, water pumping, small industrial development or rural industries. The position involves taking full responsibility for one or two items of equipment, and seeing them through from concept, to design and manufacture of prototype, and field testing. The job may involve field trips. It may also involve programme administration. Training of Nepali counterparts will be an important function.

3. Person description

This person should be qualified to degree level or equivalent in mechanical or agricultural engineering with a good practical background. Some experience in the development of machinery would be preferable. Agricultural experience is an advantage but not essential.

Gossner Mission

DEVELOPMENT AND CONSULTING SERVICES

Electrical Engineer/Consultant

1. **Background**

   a. Development & Consulting Services (DCS) has 3 sectors:

   - Civil Engineering/Materials Technology
   - Electro-Mechanical Engineering/Installation
   - Training/Services/Management Consultancy.

   DCS focusses on the development of technology and technological services/consultancy. The aim is to work on the basis of the industrial center in Butwal and to reach out towards establishing small rural industries thus strengthening the overall industrial development of Nepal. The activities include development, training, installation and follow-up/consultancy.
   Major areas have been on biogas (now fully handed over), small water turbine driven mills, rural electrification, fibre concrete tiles and food processing. DCS is seeking to establish itself as a major institute of technology and to build up a good team of Nepali staff.

   DCS is located at the edge of the terai (plains) and the climate is hot/humid about half the year and cool/pleasant the other half. It is linked with engineering industries and an apprenticeship training centre in which UMN has been involved for 26 years. DCS has a Nepali staff of 50-60 and between 5-10 expatriates.

   b. Electrification of villages in Nepal using water turbine powered generators of up to 100 KW is an area of development which is rapidly growing. The DCS programme has developed a whole package for electrification including control, transmission, house wiring, tariff systems, and some end uses like food drying and cooking. Emphasis for the future will be on developing new end uses for villages and trouble shooting existing installations.

   c. The Electrical Engineer will be required either to work as a consultant to a Nepali department manager, or to lead the programme.

2. **Job description**

   a. To assist the installation programme with the design of electrification schemes, particularly at the larger end of the range. (up to 100 kw)
   b. To investigate possible end uses of electricity, particularly for rural industries.
   c. To adapt, and if necessary design appropriate equipment; to assist in the establishment of industries using the equipment.
   d. To train Nepali counterparts.

3. **Person description**

   This person must be able to lead this programme and therefore should be technically competent at least to degree level in electrical or electronic engineering. He/she will also be expected to do some administrative (e.g. budgets) and supervisory work if necessary.
   It is preferred that he/she has some experience (2 - 3 Years min.) in design and development work and must be practically inclined, and capable of original thought.
   The job involves some field trips so he/she must be prepared for some travel.

Gossner Mission

BUTWAL TECHNICAL INSTITUTE

Industrial Training Consultant

1. Background

Butwal Technical Institute (BTI) is an apprenticeship training centre, providing industry based training. Training is given for 4 years, mainly in the following trades:

Welding
Machinist
Electrician
Cabinet maker

The trainees are placed in companies, and training is given while the trainees are working on production, according to curricula set by BTI. In addition theory classes are given outside working hours. The success of the training therefore depends on close cooperation between BTI and the industries, and the ability to motivate production supervisors who are involved in daily work of the trainees.

In addition to the 4 year craftsman training, a 2 year programme provides training to machine operator level.

BTI is located on the edge of the Nepal terai (plains), and the climate is hot. It is part of an industrial complex comprising engineering and wood based industries.

2. Job description

The major responsibilities are:

a. to advise on improvements and new developments in the training programme;

b. to support strengthen and help motivate supervisors in industries who are acting as instructors;

c. to assist related industries to assess their training needs, and advise on means of satisfying them;

d. to support the staff of BTI so that they may continue the development of training.

3. Person description

The person should have extensive experience of industry based training, particularly in its management and planning. The ability to build relationships is essential.

The person (and his family) should be able and willing to live in a hot, semi-tropical climate.

April 1990

JD-BTI.WP

Gossner Mission

Butwal Plywood Factory

Industrial Forester/Forestry Advisor.

1. Background

Butwal Plywood Factory was set up by the Untied Mission to Nepal to help develop industry and displace imported Indian plywood. To secure a stable long term supply of timber an industrial orientated forestry programme was set up in 1984 on 130 ha of land. The aim was to test out plantation techniques with intercropping, to develop suitable species of trees, and to pioneer the concept of managed forest which would provide timber for industries.

Recent legislation has made provision for leased forest areas and more land will be acquired and managed over the next few years, requiring substantial input in the area of organisation and management.

The Factory and forest areas are located on the plains of Nepal where the weather is sub-tropical: hot and humid for about half the year, warm and pleasant for the other half.

2. Job Description Summary

The main duties are in the area of organisation and management of existing forest areas, and seeking out and getting started in new forest areas. This requires a lot of travel, and liaison with government departments and other institutions involved in forestry in Nepal and India. The person will work closely with Nepali foresters and other Nepali staff.
The other main area is the supervision and planning of nursery trials to find suitable tree species for growing in the plains of Nepal using intercrop techniques - and for trials for different intercrop possibilities.

3. Person Description

The person should have a degree in forestry and forest management and should be experienced in commercial forestry. This job requires some drive and a good deal of management skills so it is unlikely that a suitable person would have less than 5 years experience.

Gossner Mission

BUTWAL POWER COMPANY

Senior Manager

1. Background

Butwal Power Company is a Private Limited Company registered in Nepal which has United Mission to Nepal as majority shareholder. By entering into agreements with the Government of Nepal, UMN through its involvement in BPC, is able to undertake involvement in hydropower development and rural electrification with BPC serving as owner and manager of these projects. One of BPC's current projects is the Andhikhola Hydel and Rural Electrification Project, a multipurpose project composed of a 5 MW hydropower station, and a rural electrifiostion pilot scheme using new low cost methods of distribution and tariff structures, and promotion of end uses of electricity.

Under a separate agreement between Government of Nepal and UMN, BPC has undertaken to construct the 12 MW Jhimruk Project, located in west Nepal. Construction is starting in late 1989, and is scheduled to be completed in 1994.

A separate division, BPC Hydroconsult, undertakes feasibility studies and design of hydropower and irrigation schemes.

2. Job description

This position carries major responsibility for management in the Company. Main duties include overseeing the administration of the company, and liasoning with Government and other organizations. A major responsibility will be to oversee the recruitment and training of Nepali personnel to fill senior posts in the company.

3. Person Description

The post holder should possess a Bachelor level qualification. The person required for this post will have considerable management experience, preferably in a field related to the major activities of BPC. Work experience in a developing country is desirable, and willingness and ability to adapt to local conditions is essential.

November 21, 1989

JD-BPC.MAN

Gossner Mission

DEVELOPMENT AND CONSULTING SERVICES

Research and Development Manager

1. Background

a. Development & Consulting Services (DCS)

DCS focusses on the development of technologies for small industries in Nepal. The approach used has been both to develop the technologies, and to promote their use; promotion has been done either through establishing separate organisations (e.g. companies), or through training of Nepali entrepreneurs, or by its own installation programme. Major emphases have been on bio-gas, small turbines and mills, rural electrification, and cement fibre tiles. It is seeking to establish itself as a major centre for this type of work, and to build up a good team of Nepali staff.

DCS is located at the edge of the Nepal Terai (plains), and the climate is hot. It is linked with engineering industries and a training centre in which UMN has been involved for 25 years. There is a Nepali staff of about 50, and up to 10 expatriates.

b. The Research and Development Manager is in charge of all R & D related activities in the organisation in the fields of mechanical, electrical, and building technologies.

2. Job description

The job involves the management and leadership of all research and development activities in DCS. This will include using human and financial resources in the most efficient way to achieve the developmental objectives; leadership training and encouragement of staff; and contacts with other agencies and government departments.

3. Person description

The person needs to be qualified at least to bachelors degree level in an engineering or science discipline. He should have about 8-10 years experience in his technical specialty but the ability to understand a broad range of technical issues. He should have at least 3-5 years at supervisory or management level, and willing to take on a challenging leadership position.

The person (and their family) should be able and willing to live in a hot, semi-tropical climate.

April 1990

JD-DCS.RES

Gossner Mission

DEVELOPMENT AND CONSULTING SERVICES

Management/marketing Consultant

1. Background

   a. Development & Consulting Services (DCS)

   DCS focusses on the development of technologies for small industries in Nepal. The approach used has been both to develop the technologies, and to promote their use; promotion has been done eitner through establishing separate organisations (e.g. companies), or through training of Nepali entrepreneurs, or by its own installation programme. Major emphases have been on bio-gas, small turbines and mills, rural electrification, and cement fibre tiles. It is seeking to establish itself as a major centre for this type of work, and to build up a good team of Nepali staff.

   DCS is located at the edge of the Nepal Terai (plains), and the climate is hot. It is linked with engineering industries and a training centre in which UMN has been involved for 25 years. There is a Nepali staff of about 50, and up to 10 expatriates.

   b. The Management Consultancy Programme of DCS aims to strengthen and assist the management of UMN related and other companies. In doing this the programme responds to requests for advice and consultancy. When appropriate more general activities like training and seminars can be arranged for a wider group.

2. Job description

   The job will involve liaising with companies and offering consulting advice when requested, setting up and running training courses (short and long term courses), making links with Nepali companies and organisations in Butwal and developing ways of offering advice in management, and in sales and marketing. The concept of marketing is one that especially needs to be actively pursued. Coordination and cooperation with national organisations in management and consultancy is also necessary.

3. Person description

   The person needs to have general training in management or marketing. Several years experience is required, preferably at a senior level.

April 1990

JD-DCS.MAN

Gossner Mission

DEVELOPMENT AND CONSULTING SERVICES
Training Consultant/Manager

1. **Background**

A. Development & Consulting Services (DCS) has 3 sectors:
- Civil Engineering/Materials Technology
- Electro-Mechanical Engineering/Installation
- Training/Services/Management Consultancy.

DCS focusses on the development of technology and technological services/consultancy. The aim is to work on the basis of the industrial center in Butwal and to reach out towards establishing small rural industries thus strengthening the overall industrial development of Nepal. The activities include development, training, installation and follow-up/consultancy.
Major areas have been on biogas (now fully handed over), small water turbine driven mills, rural electrification, fibre concrete tiles and food processing. DCS is seeking to establish itself as a major institute of technology and to build up a good team of Nepali staff.

DCS is located at the edge of the terai (plains) and the climate is hot/humid about half the year and cool/pleasant the other half. It is linked with engineering industries and an apprenticeship training centre in which UMN has been involved for 26 years. DCS has a Nepali staff of 50-60 and between 5-10 expatriates.

B. DCS training activities will be increasing, and therefore it is planned to set up a new training department to organise and coordinate the training needs of DCS including internal staff training.

In the past training has been given to operators and owners of micro water turbine mills and electrification units; to manufacturers in electronic controllers and in low power consumption cooking pots; to entrepreneurs in fibre concrete roofing tiles; to operators of hydraulic ram pumps; plus internal staff training. There has also been invclvement in technician level and supervisory level training in local associated organisations.

2. **Job description**

To improve and promote the concept of training methodology within DCS so that technical staff are more equipped to train in their technical areas. This will be by working with a Nepali Training Officer.
To manage specific training programmes eg. Computer Training, Technician Training.
To liaise with relevant local and national organisations in developing new training opportunities in the area.
Depending on qualifications and experience, to offer consultancy to local large/medium industries in personnel development.

3. **Person description**

This person should be qualified to degree level in personnel administration, education, or a relevant technical area (plus experience in personnel or education). Their background would probably be relating to training in a technical environment or could be training/personnel orientation in other fields.

JD-DCS.TRA

April 1990

Gossner Mission

JOB DESCRIPTION
ADVISOR TO HEAD OF HEALTH DEPT. KTS JUMLA

Background

The Karnali Technical School (KTS) was founded in July 1980 in the far NW of Nepal across the Himalayan divide of Nepal. It is an attractive and remote area accessible by air from Kathmandu (when weather and other conditions permit) or by a 5 days walk from Surkhet. The school established by UMN, is government run, and all UMN personnel work on a secondment basis. The school presently provides a 3 year practical training course (plus a fourth year internship) in 3 fields; agriculture, health and construction. There are some 130 students enrolled. The purpose of the school is to provide semi-skilled self-supporting workers to the surrounding needy areas.

There is also some extension work in Community Health and Forestry, which is linked to the school and provides practical experience for students. There are opportunities to live both on and off the actual school site.

Job Description

This person reports to the KTS Principal. The main responsibilities are:

- to provide support and advice to the Nepali Head of the Health Department in the administration of the department, but <u>not</u> to be involved in actual implementation.

- to be involved in improving the effectiveness of teaching staff, through assistance, encouragement and training in teaching and technical skills.

- working on Materials Development. This will involve reviewing and revising existing material, and preparing new material.

- some actual teaching, usually with a Nepali counterpart.

Expatriate staff are expected to work similar hours to their Nepali colleagues.

Person Description

This person must be willing to live and work in a remote area, where living and teaching conditions are basic, working and living with a small expatriate team. They need to have a flexible attitude to unexpected and last minute changes (eg. in time schedule), and be happy to teach at a more general level than perhaps they are used to. They need to enjoy the advisor/facilitator role, and be able to cope with not having control over such things as budgeting, spending and the implementation of initiatives. They will need to be able to work with Nepali supervisors and enjoy working amongst students.

Previous experience in Nepal/Asia is preferable. All teaching is in Nepali and a reasonable Nepali fluency will be necessary. For women particularly strong resilience is needed in the area's male oriented culture and work sphere. The person should be a qualified teacher in some aspect of the Health Trade as sought at KTS.

The location calls for spiritually mature people capable of sustaining and living out their faith in a low key manner, in a sensitive cultural and religious environment.

November 1989

Gossner Mission

JOB DESCRIPTION
ADVISOR TO HEAD OF AGRICULTURE DEPARTMENT KTS, JUMLA

BACKGROUND

The Karnali Technical School (KTS) was founded in July 1980 in the far NW of Nepal across the Himalayan divide of Nepal. It is an attractive and remote area accessible by air from Kathmandu (when weather and other conditions permit) or by a 5 day walk from Surkhet. The school established by UMN, is government run, and all UMN personnel work on a secondment basis. The school presently provides a 3 year practical training course (plus a fourth year internship) in 3 fields: agriculture, health and construction. There are some 130 students enrolled. The purpose of the school is to provide semi-skilled self-supporting workers to the surrounding needy areas.

There is also some extension work in Community Health and Forestry, which is linked to the school and provides practical experience for students. There are opportunities to live both an and off the actual school site.

JOB DESCRIPTION

This person reports to the KTS principal. The main responsibilities are:

- to provide support and advise to the Nepali Head of the Agriculture Department in the administration of the department, but <u>not</u> to be involved in actual implementation.

- to be involved in improving the effectiveness of teaching staff, through assistance, encouragement and training in teaching and technical skills.

- working on Materials Development. This will involve reviewing and revising existing material, and preparing new material.

- some actual teaching, usually with a Nepali counterpart.

- Undertaking some off-campus work involving recruitment of new students and locating and supervising on-the-job training opportunities for students.

- acting as an advisor to the school's Nepali Farm Manager to ensure the farm runs effectively.

Expatriate staff are expected to work similar hours to their Nepali colleagues.

PERSON DESCRIPTION

This person must be willing to live and work in a remote area, where living and teaching conditions are basic, working and living with a small expatriate team. They need to have a flexible attitude to unexpected and lasted minute changes (eg. in time schedule), and be happy to teach at a more general level than perhaps they are used to. They need to enjoy the advisor/facilitator role, and be able to cope with not having control over such things as budgeting, spending and the implementation of initiatives. They will need to be able to work to Nepali supervisors and enjoy working amongst students.

Previous experience in Nepal/Asia is preferable. All teaching is in Nepali and a reasonable Nepali fluency will be necessary. For women particularly strong resilience is needed in the area's male oriented culture and work sphere. The person should be a qualified teacher in some aspect of the Agriculture Trade as sought at KTS.

The location calls for spiritually mature people capable of sustaining and living out their faith in a low key manner, in a sensitive cultural and religious environment.

Nov[illegible] 1984

Gossner Mission

JOB DESCRIPTION
ADVISOR TO HEAD OF CONSTRUCTION DEPT, KTS, JUMLA

BACKGROUND

The Karnali Technical School (KTS) was founded in July 1980 in the far NW of Nepal across the Himalayan divide of Nepal. It is an attractive and remote area accessible by air from Kathmandu (when weather and other conditions permit) or by a 5 day walk from Surkhet. The school established by UMN, is government run, and all UMN personnel work on a secondment basis. The school presently provides a 3 year practical training course (plus a fourth year internship) in 3 fields: agriculture, health and construction. There are some 130 students enrolled. The purpose of the school is to provide semi-skilled self-supporting workers to the surrounding needy areas.

There is also some extension work in Community Health and Forestry, which is linked to the school and provides practical experience for students. There are opportunities to live both on and off the actual school site.

JOB DESCRIPTION

This person reports to the KTS principal. The main responsibilities are:

- to provide support and advise to the Nepali Head of the Agriculture Construction Department in the administration of the department, but not to be involved in actual implementation.

- to be involved in improving the effectiveness of teaching staff, through assistance, encouragement and training in teaching and technical skills.

- working on Materials Development. This will involve reviewing and revising existing material, and preparing new material.

- some actual teaching, usually with a Nepali counterpart.

- Undertaking some off-campus work involving recruitment of new students and locating and supervising on-the-job training opportunities for students.

Expatriate staff are expected to work similar hours to their Nepali colleagues.

PERSON DESCRIPTION

This person must be willing to live and work in a remote area, where living and teaching conditions are basic, working and living with a small expatriate team. They need to have a flexible attitude to unexpected and lasted minute changes (eg. in time schedule), and be happy to teach at a more general level than perhaps they are used to. They need to enjoy the advisor/facilitator role, and be able to cope with not having control over such things as budgeting, spending and the implementation of initiatives. They will need to be able to work to Nepali supervisors and enjoy working amongst students.

Previous experience in Nepal/Asia is preferable. All teaching is in Nepali and a reasonable Nepali fluency will be necessary. For women particularly strong resilience is needed in the area's male oriented culture and work sphere. The person should be a qualified teacher in some aspect of the Construction Trade as taught at KTS. Subject areas taught include construction method, surveying, carpentry and technical drawing.

The location calls for spiritually mature people capable of sustaining and living out their faith in a low key manner, in a sensitive cultural and religious environment.

Nepal-159

Gossner Mission

JOB DESCRIPTION
PRIMARY TUTORIAL GROUP TEACHERS

BACKGROUND

UMN is involved in a range of Development projects throughout Nepal, in remote rural areas, regional centers, and in Kathmandu, the national centre. In most of these projects UMN has set up Tutorial Groups to cater for the educational needs of primary-aged children (5-11 yrs). The groups are run by a local management committee, staffed by a qualified teacher, assisted by parents. The groups vary in size (between 3 and 10 approximately), with children of different ages, nationalities and educational backgrounds. Some groups use the childrens' own correspondence material, others prepare their own curriculum. Basic text books are normally obtained from overseas, but supplemented with locally bought material.

Most of the groups are in rural areas where living and working conditions are simple and basic.

JOB DESCRIPTION

Specific responsibilities include:

1. Taking full or shared responsibility in the education of a group of missionary children, and in the general administration of the group.

2. Ordering and\or purchasing books and equipment locally or from overseas.

3. Checking the work of local staff (eg. sweeper, gardener).

4. Arranging for repair and maintenance of school premises, through appropriate project personnel.

5. Reporting to the local Management Committee and the UMN Education Secretary.

PERSONNEL DESCRIPTION

The nature of the job and variety of children require a person who is flexible adaptable and creative. In most in cases, the person will need to able to live and work in a more remote area, living within a small expatriate team.

Primary school teacher training and experience is essential, especially in teaching basic skills to the lower primary level (5-7 years).

MICHAL-P

Nov-Dec 1989

Gossner Mission

JOB DESCRIPTIONS

Post Title : Associate Head of English Department

Institution: Gandaki Boarding School

Location : Pokhara, Nepal

Reports to : GBS Principal

Background

The Gandaki Boarding School was originally begun by the UMN as a boys boarding School in 1966. More recently in 1985, it became the first Regional School in Nepal. As such it provides a high standard of education in English medium, good residential facilities and in 1986 became co-educational. Classes are from class 4 (10 years old) to 12. Classes 11 and 12 will be introduced over the next couple of years using the newly planned Higher Secondary Education curricula. UMN provides a small number of expatriate personnel to assist in attaining an international standard of education.

Job description

a) To be responsible, with a Nepali counterpart, for the running of the English Department. Note that GBS is an English-medium, co-educational high school.

b) To develop or adapt suitable curricula, syllabi and methods for teaching to the Higher Secondary School level.

c) To work closely, in partnership with other members of the English Department, and to train, supervise, encourage and direct them (This will lead to an eventual handover to Nepali staff).

d) To give leadership also in the development of appropriate extra-curricular activities, both within a normal school day and also in field activities.

e) To be responsible for the ordering of teaching - learning materials for the English Department.

f) To carry out teaching and other regular duties, as given by the Principal, in the normal running of the school.

Person Description

The person should have a Bacheiors (or Masters) degree and teaching experience at the high school level, in English subjects. TESL training and experience would be an advantage. Work experience in a boarding school and experience in Asia are both desirable, but not essential. The person should have the ability to train and work in partnership with other staff and be willing to be fully involved in the life of the boarding school. Ability in extra-curricular activities eg. sports, craft, music, drama would be beneficial.

April 1990

depa-hea

Gossner Mission

CONSULTANT LIBRARIAN

Background

Library and information resources for UMN personnel have gradually been developing and small work-related collections of books have been established in many of the UMN projects. In 1981 a library was set up at the Rural Development Centre, Pokhara, and in 1987 the former UMN Health Services Library widened its scope to become the UMN Central Library, based at UMN HQ.

Well used libraries have also been established in UMN related institutions, including Patan Hospital, the Nursing Campus, the UMN Training and Scholarship Office, the Gandaki Boarding School, Pokhara, and the Karnali Technical School, Jumla. Consultant Librarian postholders have assisted in the development of these libraries, and priority has been given to training local staff in the various locations.

In the country as a whole, librarianship is not well advanced, and many opportunities exist for training and professional input outside UMN in the wider context of educational and information resource development in Nepal.

Job Description

The Postholder will be responsible for overseeing missionwide library and information provision to UMN personnel, both expatriate and Nepali. He/she will purchase stock for the Central Library and supervise its services and organisation. The Consultant Librarian will be involved in training local staff in Library skills as well as in library user orientation/education.

The Postholder will assist in the development of library resources and the acquisition of materials, their organisation and exploitation, in other UMN projects and in UMN related institutions.

As time permits, he/she will assist in the development of libraries and librarianship outside UMN, and in formal and informal training of local personnel as appropriate. Liaison with libraries in other institutions, government and non-government organizations, etc. in order to cooperate in the sharing of resources will be required.

Person Description

The Postholder should have a professional qualification/degree in librarianship together with rounded work experience, preferably in academic and/or special libraries.

A flexible and adaptable approach is essential for coping with widely varying work and living situations, and limited resources. An interest in teaching/training in library skills is essential, and experience in formal training would be an advantage. He/she should be willing to travel, and spend periods of time in projects, some in remote areas.

The ability to work on own initiative in a professionally isolated situation, and to identify and respond to opportunities for new involvement, would be required. The Postholder should be able to form good working relationships with both library staff and users in each location and for this a reasonable ability in Nepali will need to be attained.

Needed: January 1991.

Gossner Mission

JOB DESCRIPTION: SCIENCE TUTOR FOR KISC

Background

The Kathmandu International Study Centre (KISC) is a joint support project of UMN and a sister mission, the International NEpal Fellowship (INF). It opened in January 1987 to cater for the educational needs of secondary-age missionary children (11-18 years) and fulfills a vital role in enabling missionary families with older children to stay longer on the field. KISC is a resource\learning centre at which students study through individualised self-study systems from their home country but also join together for many corporate activities. The Centre aims to provide an education of a comparable standard with, and covering the same range of subjects as in each student's own country. The language of communication within the Centre is English but students may study in their own language.

Job Description

An experienced secondary level teacher is needed to undertake the following duties:

1. To tutor Science throughout the school to GCSE (General Certificate of Secondary Education (UK)) level and the equivalent in other courses.
2. To supervise and direct students in individual and group practical work in the science laboratory.
3. To take special responsibility for the overall progress and well-being of some of the students on an individual basis.
4. To develop individualised self-study material in science core-topics which takes advantage of the students' unique learning environment.
5. To take part in extra-curricular activities and to give occasional assistance with the care of the boarders.
6. Ability to teach other subjects\skills would be an advantage eg. sport, music, drama, woodwork, etc.

Person Description

Appropriate training and experience for the above job are essential. The tutor must be fluent in English, willing to be flexible in the work situation and able to to work well in a small team. He\she must also be sensitive to the needs of students from a wide variety of nationalities, ages and cultural backgrounds. He\she should be committed to the Christian principles of KISC and in sympathy with the aims of UMN and INF.

Needed: January 1991

November 1990

Gossner Mission

BUSINESS MANAGERS/ACCOUNTANTS November 1989

Background

UMN is involved in the development, of both urban and rural communities in Nepal through a number of community health and rural educational, agricultural and industrial programmes. These programmes are situated in urban and semi-remote to remote areas. UMN has its headquarters in the capital city Kathmandu. Business Manager/Accountants are required for some of these programmes.

Tasks will vary depending on the nature of the project, but in all projects there will be a need for prompt and efficient maintenance of accounts, planning and budgeting. In some cases, co-ordination with the headquarters Treasurer's office and some other departments/member organizations also will be called for.

Job Description

Business Manager/Accountants will be responsible for establishing and operating financial accounts in accordance with guidelines established by the UMN Treasurer's office, including preparation and distribution of monthly and annual financial statements, and annual programme budgets, operation of bank accounts, monthly reconciliation, collection and accounting for fees, making payments, internal audits twice yearly, and control of expenditures by a standard procedure to approve payments.

They will also manage staff under their supervision, and manage/maintain buildings and equipment. Management of personnel will involve recommending to the Project Director, appointment, promotion, and/or dismissal of Nepali staff, interpreting and applying employment policies, training other business office personnel, and interpreting UMN Committee actions.

They will maintain and manage property, by supervising the stores purchases and inventory, giving overall direction to workshops, negotiating and signing lease agreements for housing, collecting and paying rents, arranging for necessary maintenance and repairs on housing, and keeping an up to date inventory of all housing furniture and equipment. They will be members of the Project Management Committee, and the local Area Housing Committee, besides chairing the Provident and Revolving Fund Loan Committee. They will perform such other duties as negotiated with the Project director.

Person Description

The persons should have suitable qualification to degree level or equivalent in accountancy, and practical experience. They should be able to organize and train others, and to communicate in an effective way. In some cases, they will need to cope in remote/semi-remote areas. In all cases, a good business head, with planning and budgeting strengths will be major criterion, along with flexibility and the ability to adapt to an Asian environment, as appropriate. Skills in dealing with employee queries, grievances and problems over pay and employment terms will also be necessary in most locations.

Gossner Mission

2131 - 6

THE UNITED MISSION TO NEPAL

Executive Director: Mr. J. H. Barclay
Treasurer: Mr. L. Miller

Telephone : 212179, 212131, 212668.
Telex : 2315 UMNEPA
Telegrams: UMNEPAL
*Location: K-1-325 **Thapathali***
Mailing address:
POST BOX 126
KATHMANDU, NEPAL

Eingegangen
23. März 1990
Erledigt:.....

March 13, 1990

Dear Friends

Re: Personnel Department Staffing

I would like to take this opportunity to introduce to you Suzanne Linnell who will be taking over from me in the Personnel Department on 14 March 1990.

Suzanne read European Studies, including German and Russian at the University of Bath and then went on to complete a Post Graduate Secretarial Diploma. She worked for 7 years for the Baptist Missionary Society of the UK, including 5 years in their Personnel Department, and came to Nepal in August 1989. After completing Language and Orientation Programme in December Suzanne had a brief period of a orientation to rural project life in Okhaldhunga before coming in to Kathmandu to take up her new assignment.

I will be going to the UK for a brief furlough on 14 March returning to Nepal in late May (before my visa expires!) to take over from Anders Kammensjo as assistant to the new Executive Director, Ed Metzler.

Re: Automatic Review on Prolonged Medical/Psychiatric Treatment for Appointees

I would like to draw to your attention the following minute from our Coordinating Committee meeting of 7 February 1990 (cc-21/90)

"Recognizing the need to limit UMN's responsibility for Appointees receiving Medical/psychiatric treatment, it was RESOLVED that in cases where prolonged medical or psychiatric treatment is required, if the person has not already left, there be an automatic review after three months of treatment by the concerned doctor, the Medical Co-ordinator and the Personnel Secretary, at which a decision is taken regarding further management. Unless there was the prospect of an early return to normal activities, the recommendation to the Executive Director would usually be for repatriation on medical grounds at that point"

I would like to pass on my greetings and thanks to all those of you I have corresponded with over the past two and a half years - I look forward to continued contact with you in my new post in UMN.

Greetings and very best wishes

Gareth Wardell
Personnel Department

gw/kd

Gossner Mission

2/31-6

UNITED MISSION TO NEPAL

PERSONNEL NEEDS LIST

NOVEMBER 1989

The United Mission to Nepal is a Christian Mission seeking workers with a clear commitment to Christ as Saviour and Lord, and a call of God to service in Nepal. The great need is for such workers who are prepared to join with colleagues from many countries, churches and professional backgrounds. They must have an attitude of flexibility and adaptability to assignments, and to living and working conditions in Nepal which are very different from those in their home countries and may lead to real frustration as well as the joys of such service. Personal qualities of humility and receptiveness are important for an effective presence in this country.

The list below consists of personnel required for approved posts in UMN and, unless otherwise stated, long-term workers are preferred. The United Mission does not offer a salary to expatriates but looks to the member organizations to send the needed workers with full support, and will try to link any suitable enquirers with such member bodies. Further details can be supplied on request to:

Gareth Wardell, United Mission to Nepal, Post Box 126, Kathmandu, Nepal.

The following key is given to help indicate the urgency of the different needs:

*** = VERY URGENT
** = URGENT
* = PRESSING NEED

URGENCY

HEALTH SERVICES:

*** **GENERAL SURGEON**
qualified general surgeons are required to work in a busy surgical programme in Tansen Hospital (100 beds) in the mountainous Palpa District of Nepal, as well as in Patan Hospital (138 beds) and in a smaller rural hospital.

*** **DENTISTS**
for work in UMN's Dentistry and Oral Health Programme which includes both clinical and community dentistry, teaching and supervision of dental assistants.

*** **IN-SERVICE NURSE EDUCATORS**
for ongoing education of nursing staff in the 138 bed Patan Hospital, in the Kathmandu valley, and possibly in other, rural hospitals.

*** **LABORATORY TECHNICIAN (Medical Technologist)**
is needed with broad general laboratory experience, prepared to undertake supervisory duties for laboratories with low level technology in Tansen Hospital. Experience in bacteriology is essential.

Gossner Mission

** **CONSULTANT PHYSICIAN/INTERNIST**
to work in the 100 bed Tansen Hospital. (Major post-graduate qualification necessary).

** **GENERAL MEDICAL PRACTITIONERS**
experienced, preferably with extra training in parasitology and infectious diseases, for all-round diagnosis and treatment of a wide range of diseases. Interest in teaching paramedicals and ability to work within a team approach to health care. Experience in paediatrics and obstetrics required for some posts.

** **PATHOLOGIST**
experienced in histo-pathology, and able to set up a histopathology department in Patan Hospital (138 beds).2

* **NURSING TUTORS**
for staff of the UMN Nurse Campus which trains registered nurses in a basic nursing programme.

<u>RURAL DEVELOPMENT:</u>

*** **TEAM LEADER/PROJECT DIRECTOR.**
The position calls for someone able to live in a remote area and take up leadership of a community development programme. The person must have experience and qualifications either in general development, or in specialist areas related to community development. Administration and personnel related skills are essential. An understanding of integrated, community-participative development philosophy and methodology is expected.

*** **VETERINARIAN**
This position calls for basic large animal clinical work, but primarily to train village based animal health workers and give them logistic support. The location will be Pokhara, but project visitation is called for, up to 25% of the time. Key qualities required are flexibility and people-oriented communication skills. Basic administration skills would also be helpful.

** **RURAL SOCIOLOGIST/ECONOMIST.**
The position necessitates carrying out research, surveys and evaluations for various rural development subjects and programmes. Skills must include data compilation/writing/editing. The person will be expected to work easily on their own and be self motivated. The position will be based in Pokhara, but project visitation is required, up to 25% of the time.

* **AGRICULTURALISTS/FORESTERS.**
These positions call for people to act as advisors to and co-partners in village based, community participative agriculture and forestry programmes. Training and motivation skills are emphasized.

Gossner Mission

ENGINEERING AND INDUSTRIAL DEVELOPMENT:

*** COMPANY MANAGER
to fill senior position in a company involved in the design, construction , and operation of mid range (1 - 15 MW) hydro power stations.

*** GENERAL SERVICES OFFICER
to act as a team leader, and provide administrative and other services for UMN expatriates at a hydro power construction site. Interpersonal, as well as administrative skills are required.

*** MECHANICAL/ELECTRICAL ENGINEERS
for a development workshop to design machinery for small industries.

*** MATERIALS TECHNOLOGIST
to develop new materials, particularly to replace traditional building materials. Also to promote the establishment of industries to produce such materials.

*** INDUSTRIAL TRAINING CONSULTANT
is required to assist in the development of industry based training. The main emphasis is in the mechanical and electrical engineering, and furniture making industries.

** MANAGEMENT/MARKETING CONSULTANT
to advise and assist industries in the development of effective management and marketing.

* INDUSTRIAL ACCOUNTANT
is needed to review and upgrade current accounting methods in a civil construction company. This is a 2 year short term assignment.

EDUCATION:

(Please note, all the posts below marked JUMLA, are secondments to a government technical school, working under a Nepali Principal).

*** ADVISOR TO HEAD OF HEALTH DEPARTMENT (JUMLA)
Person with both health and teaching experience needed for material/curriculum development and some teaching and on-the-job training of staff in a remote technical school in Jumla. Teaching and living conditions are basic. Previous experience in Nepal/Asia preferable.

*** ADVISOR TO HEAD OF AGRICULTURE DEPARTMENT (JUMLA)
As above,but in the Agriculture Department of the school. Advice and input in the running of the school farm also sought.

*** ADVISOR TO HEAD OF CONSTRUCTION DEPARTMENT (JUMLA)
As above,but in the Construction Department of the school. Subject areas taught include construction methods, surveying, carpentry, technical drawing.

Gossner Mission

*** **INSTRUCTOR IN AGRICULTURE DEPARTMENT (JUMLA)**
Person needed to teach subjects in agriculture trade to teenage students in Jumla technical school. Emphasis is on practical skill learning. Some materials development also involved. Teaching experience and technical skill needed.

*** **EXTENSION WORKER IN CONSTRUCTION COURSE (JUMLA)**
Person needed to help in relating the practical course in the school to the local community and finding suitable practical training opportunities for students. To be a resource person to the local community. Should have previous experience in Nepal.

** **SCIENCE TUTOR (KATHMANDU INTERNATIONAL STUDY CENTRE)**
Person needed to supervise and guide expatriate secondary level students in science subjects in a self-study system using material from different countries. Ability in other extra-curricular activities e.g. sports, music is an advantage.

*** **GENERAL TUTOR, GEOGRAPHY/HISTORY (KATHMANDU INTERNATIONAL STUDY CENTRE)** As above, but in geography and history subjects.

*** **PRIMARY TUTORIAL TEACHERS**
Experienced primary school teachers to teach small groups (4-12 children) of primary aged mission children, of varying nationalities, in some of our rural and urban project areas. The medium of instruction is English.

ADMINISTRATIVE PERSONNEL:

*** **TEAM LEADERS/PROJECT DIRECTORS**
To lead small teams of up to 5 or 6 Expatriate postholders together with Nepali staff, in the rural areas of Nepal. Teams may be multi-disciplinary or centred around a particular sector such as non-formal education, rural development, rural electrification, health etc. Administration and personnel related skills are essential as is an understanding of relating to community needs.

** **BUSINESS MANAGERS/ACCOUNTANTS**
with experience, able to train and supervise staff. For work in administration at various projects (small/medium hospitals, construction sites, rural centres, schools) and UMN related industries. The training of Nepali staff is a key responsibility in these assignments.

GW/kd
20/11/89

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Gossner Mission

GENERAL SURGEON

Background

In addition to its involvement in running several hospitals in Nepal, community health activities UMN is also continuing secondary level surgical care. In these hospitals we strive to provide together with junior and senior resident doctors in a training relationship. The surgeon will be working It certainly is important to have reliable referral facilities available to back-up the ongoing primary health care programmes.

Job Description

The post holder will be responsible for inpatient and out-patients care of surgical patients, and will work together with other doctors in the hospital in seeking to provide appropriate care for patients in Outpatients Department and the Wards.

He/she will be aware of management needs, within the Operating Department and will act as adviser to Operating Room In-charge, as well as Nursing Director. He/she will be responsible to the medical director.

He/she must be able, when feasible, to train staff at all levels through in-service education. Working together with junior Nepali doctors becomes increasingly more important.

Person Description

Post holders should normally possess an MRCS or equivalent, post graduate training in Surgery. For one of our more remote hospitals the full MRCS qualifications would not be necessary, provided one has other demonstrable surgical training and experience.

He/she needs to be able to supervise ether and regional anaesthesia procedures because an anaesthesist is not always available.

He/she must be able to work in a team setting and be willing to work hard, with the ability to train and coach auxilliary support staff, including junior Nepali doctors.

He/she must have the spiritual depth and understanding needed to contribute to the team setting in Nepal and to cope with situations where help cannot be given to all patients who come, at standards prevailing in developed countries.

11/88

Gossner Mission

DENTISTS

Background

UMN's involvement in community health and development in Nepal has led to the setting up of health centers and hospitals in a variety of locations. One is the 138 bed Patan Hospital in the Kathmandu Valley, and another is a 100 bed Hospital situated near Tansen Town 200 km west of Kathmandu in the foothills.

Each hospital has a well equipped dental surgery which provides the base for curative, preventive and promotive dental care in the town areas and surrounding district at an appropriate level according to the policies of the Hospital Board and the WHO recommendations for Nepal.

Suitably qualified national staff are scarce and therefore training is important. We would like to do more by way of developing teaching material as well as getting involved in national training programmes for dental assistants.

Job Description

Post holders will be expected to treat both emergency and routine patients in the hospital dental department and to assist the Department Head in the day-to-day operations including smooth patients flow, good hygiene standards, maintaining equipment and supplies and ordering.

They will provide education and training to Dental Auxillary personnel and may be expected to help in developing a Dental Health Teaching Programme for Community Health Staff, schools, and the general public. Other tasks may include developing visual aids for teaching, oral health survey work and visiting health posts and schools as required for teaching, treatment and surveys.

Person Description

Post holder should possess a Bachelor level qualification in dentistry and/or dental surgery and have had at least 1 year experience in their home country.

A willingness to commit oneself for at least 2 years but preferably more is essential.

He/she must be able to work in a team setting and be willing to work hard with the ability to help and relate to people. He/she must be able to teach people of differing educational backgrounds.

Gossner Mission

IN-SERVICE NURSE EDUCATOR

Background

In order to provide the full spectrum of promotive. preventive and curative health care in the locations of its involvement, UMN is involved in running hospitals in Nepal.

One of these hospitals is the 138 bed Patan Hospital in the Kathmandu Valley. This hospital has a close affiliation with the UMN Nursing Campus. The hospital employs more than 60 Nepali nurses and several lower level nursing staff as well. It is important to develop and maintain staff competency through ongoing on-the-job and in-service training for different levels of staff.

Job Description

The In-service Nurse Educator will be responsible for assessing the needs of the institution and its personnel regarding content of the in-service programme. He/she will plan, organize conduct and evaluate all the activities of the programme. Record-keeping of in-service training activities, periodic reporting and making recommendations to the nursing superintendent for improvements in the nursing care are all part of the job. He/she will make available teaching aides as appropriate, counsel personnel on educational opportunities and establish and maintain inter-departmental and external relationships for educational activities.

Person Description

The post holder will be qualified from an accredited programme of nursing with a post basic education in supervision and teaching.

He/she will have had at least 1 year of experience in a similar post in the home country.

He/she should be mature, conscientious, tactful able to communicate cross culturally and (eventually) in another language and be adaptable to new and stressful situations.

Gossner Mission

LABORATORY TECHNICIAN (MEDICAL TECHNOLOGIST)

Background

UMN's involvement in community health and development in Nepal has led to the setting up of health centres and hospitals in a variety of locations. One such is the 100 bed Tansen Hospital in Palpa District. It has a laboratory with low level technology, and a blood bank. UMN has decided to upgrade the present laboratory service, especially in the area of bacteriology and prepare and train national staff. Suitably qualified national staff are scare, and must therefore be trained by a competent medical technologist.

Job Description

The post holder must be prepared to undertake supervisory duties needed for the laboratory. He/she will help up-grade the present laboratory, and prepare and train staff, especially in bacteriology technics.

He/she will, together with the Nepali Head of Department, look after the day to day running of the laboratory, and plan and manage its service for the hospital. In-service training for all levels of laboratory staff will be his/her responsibility. At present there are no culture facilities, this needs to be initiated and staff trained to enable them to take responsibility for this in the future.

Person Description

The post holder should have broad general laboratory experience, and also experience in Bacteriology. He/she will be responsible to the Medical Director and/or the Laboratory Department Head. He/she will be required to help in decision making of all lab affairs in consultation with senior staff, if necessary. He/she will also be expected to help employ lab staff, in cases where authority has been delegated for this purpose.

11/84

Gossner Mission

November 1989

GENERAL MEDICAL PRACTITIONER

Background

UMN is involved in the development of Health Service provision in Nepal through a variety of hospital and community health projects. These programmes are situated in a variety of locations, ranging from urban based hospitals serving largely urban communities, to community health programmes reaching into semi-remote to remote areas. Qualified generalists are needed to help expand and improve UMN's programmes.

Job Description

Applicants must be willing to work either as part of a hospital team or as team members in primary health care planning and management, with emphasis on in-service training and support for paramedical workers in rural areas. They must be able to carry out all-round diagnosis and treatment of a wide range of diseases. This calls for persons preferably with extra training in parasitology and infectious diseases. Some persons will be required to work in the field of pediatrics and obstetrics.

Person Description

Applicants should be qualified general medical practitioners with a broad range of experience. Generally speaking, for persons without previous experience of Asia, a minimum period of 18 months hospital based work will be necessary to give adequate orientation to Nepal before they can be considered for community health work. The ability to adapt to the stresses of an Asian working environment is essential.

Gossner Mission

November 1989

NURSE TUTOR

Background

UMN is involved in the development of many rural regions of Nepal, through its community health and other development programmes, which are located in different parts of the country. It is also involved in urban based programmes, including the 138 bed Patan Hospital and the UMN Nursing Campus based in the Kathmandu Valley.

A regular supply of well trained nursing staff is required to meet the needs of the country. UMN trains Nepali nurses in a basic nursing programme. The number of such trainees is increasing and suitably qualified and experienced Nurse Educators are needed.

Job Description

Nurse Tutors will be involved in teaching all aspects of the basic nursing curriculum, including supervision of practical training at the nearby Patan Hospital.

Person Description

Applicants must be fully qualified and experienced nurses with post-basic qualifications and experience in Nursing Education. The ability to adapt to the stresses of an Asian working environment is essential.

Gossner Mission

BUTWAL POWER COMPANY

Senior Manager

1. Background

Butwal Power Company is a Private Limited Company registered in Nepal which has United Mission to Nepal as majority shareholder. By entering into agreements with the Government of Nepal, UMN through its involvement in BPC, is able to undertake involvement in hydropower development and rural electrification with BPC serving as owner and manager of these projects. One of BPC's current projects is the Andhikhola Hydel and Rural Electrification Project, a multipurpose project composed of a 5 MW hydropower station, and a rural electrification pilot scheme using new low cost methods of distribution and tariff structures, and promotion of end uses of electricity.

Under a separate agreement between Government of Nepal and UMN, BPC has undertaken to construct the 12 MW Jhimruk Project, located in west Nepal. Construction is starting in late 1989, and is scheduled to be completed in 1994.

A separate division, BPC Hydroconsult, undertakes feasibility studies and design of hydropower and irrigation schemes.

2. Job description

This position carries major responsibility for management in the Company. Main duties include overseeing the administration of the company, and liasoning with Government and other organizations. A major responsibility will be to oversee the recruitment and training of Nepali personnel to fill senior posts in the company.

3. Person Description

The post holder should possess a Bachelor level qualification. The person required for this post will have considerable management experience, preferably in a field related to the major activities of BPC. Work experience in a developing country is desirable, and willingness and ability to adapt to local conditions is essential.

November 21, 1989

JD-BPC.MAN

Gossner Mission

JHIMRUK PROJECT

General Services Officer

1.Background

UMN has entered into an Agreement with the Government of Nepal to construct the Jhimruk Hydel and Rural Electrification Project. The Project consists of a 12 MW hydropower plant, 135 kilometers of distribution lines, and a 45 km line connecting the power plant to the national distribution grid. UMN will implement the project through private limited companies it has established, with the purpose of building up Nepal's capability to develop its own hydropower potential. The Project is located in the hills of western Nepal.

In the project there will be about 9 expatriate posts, with an adult expatriate population of about 15 persons. It is necessary that UMN assign a person to be in charge of support services for the expatriates in the Project.

2. Job description

This position carries responsibility for all necessary support services to expatriates in the Project. This includes responsibility for running the Project Support Office, and serve as liason with UMN Headquarters. In addition, the General Services Officer will serve as pastoral resource among the expatriates assigned to the Project.

3. Person description

The person should have experience in administration, preferably with some work experience in a developing country. Strong interpersonal skills is a must. Pastoral background would be an asset.

November 21, 1989

JD-JHIM.GSO

Gossner Mission

DEVELOPMENT AND CONSULTING SERVICES

Mechanical Engineer

1. Background

a. Development & Consulting Services (DCS)

DCS focusses on the development of technologies for small industries in Nepal. The approach used has been both to develop the technologies, and to promote their use; promotion has been done either through establishing separate organisations (e.g. companies), or through training of Nepali entrepreneurs, or by its own installation programme. Major emphases have been on bio-gas, small turbines and mills, rural electrification, and cement fibre tiles. It is seeking to establish itself as a major centre for this type of work, a nd to build up a good team of Nepali staff.

DCS is located at the edge of the Nepal Terai (plains), and the climate is hot. It is linked with engineering industries and a training centre in which UMN has been involved for 25 years. There is a Nepali staff of about 50, and up to 10 expatriates.

b. The Research and Development Programme

The R & D Programme centres on a small workshop, and the goal is to develop machinery and equipment which will be of use to farmers, or to small rural industries.

Current projects include several pieces of equipment, some already at an advanced stage, others are just ideas. Some of them are listed here with some comments:

Hydraulic Ram Pump - development nearly finished
Manual Operated Vibrating Table - development 50% done
Manual Operated Rice Huller - some work done on this
General Rice Hulling Research - much work done but no satisfactory results yet
General Oil Pressing Research - much work done but no satisfactory results yet. A new phase should be started
Pelton Turbine Research - New Project
Sawdust briquetting machine - New Project.

The programme also provides technical advice to other UMN projects.

2. Job description

The job involves designing and developing mechanical equipment for e.g. grain processing, water pumping, small industrial development or rural industries. The position involves taking full responsibility for one or two items of equipment, and seeing them through from concept, to design and manufacture of prototype, and field testing. The job may involve field trips. It may also involve programme administration. Training of Nepali counterparts will be an important function.

3. Person description

This person should be qualified to degree level or equivalent with a good practical background. Some experience in the development of machinery would be preferable. Agricultural experience is an advantage but not essential.

The person (and their family) should be able and willing to live in a trying climate.

November 17 1989

JD-DCS.REV

Gossner Mission

DEVELOPMENT AND CONSULTING SERVICES

Electrical Engineer

1. Background

a. Development & Consulting Services (DCS)

DCS focusses on the development of technologies for small industries in Nepal. The approach used has been both to develop the technologies, and to promote their use; promotion has been done either through establishing separate organisations (e.g. companies), or through training of Nepali entrepreneurs, or by its own installation programme. Major emphases have been on bio-gas, small turbines and mills, rural electrification, and cement fibre tiles. It is seeking to establish itself as a major centre for this type of work,a nd to build up a good team of Nepali staff.

DCS is located at the edge of the Nepal Terai (plains), and the climate is hot. It is linked with engineering industries and a training centre in which UMN has been involved for 25 years. There is a Nepali staff of about 50, and up to 10 expatriates.

b. Electrification of villages in Nepal using water turbine powered generators of up to 100 kW, is an area of development which is rapidly growing. The DCS programme is to develop a whole package for electrification including generator and control, transmission, house wiring, tariff systems, and end used like cooking and small industries.

The programme has 2 engineers and 1 Nepali electrician but relates very closely with the DCS installation team which has a staff of about 15 Nepalis.

c. The Electrical Engineer will be required either to work under a Nepali coordinator, or to lead the programme.

2. Job description

a. To assist the installation programme with the design of electrification schemes, particularly at the larger end of the range.

b. To investigate possible end uses of electricity, particularly for rural industries.

c. To adapt, and if necessary design appropriate equipment; to assist in the establishment of industries using the equipment.

d. To train Nepali counterparts.

3. Person description

This person must be able to lead this programme and therefore should be technically competent at least to degree level in electrical or electronic engineering. He/she will also be expected to do some administrative (e.g. budgets) and supervisory work.

It is preferred that he/she has some experience (2 - 3 Years min.) in design and development work and must be practically inclined, and capable of original thought.

The job involves frequent field trips so he must be prepared to travel.

The person (and their family) should be able and willing to live in a trying climate.

Gossner Mission

DEVELOPMENT AND CONSULTING SERVICES

Materials Technologist

1. Background

   a. Development & Consulting Services (DCS)

   DCS focusses on the development of technologies for small industries in Nepal. The approach used has been both to develop the technologies, and to promote their use; promotion has been done either through establishing separate organisations (e.g. companies), or through training of Nepali entrepreneurs, or by its own installation programme. Major emphases have been on bio-gas, small turbines and mills, rural electrification, and cement fibre tiles. It is seeking to establish itself as a major centre for this type of work,a nd to build up a good team of Nepali staff.

   DCS is located at the edge of the Nepal Terai (plains), and the climate is hot. It is linked with engineering industries and a training centre in which UMN has been involved for 25 years. There is a Nepali staff of about 50, and up to 10 expatriates.

   b. The Materials Technology component of DCS has concentrated on fibre concrete roofing tiles especially for village use, but the opportunity is there to develop other ideas that will increase the quality or reduce the cost of buildings in Nepal. This could include novel building designs, or new building materials or novel construction techniques. There are many possibilities for someone with a good technical background and a constructive imagination.

2. Job description

   - To explore possible technologies for new building technologies or construction methods.
   - To undertake development and testing in suitable technologies.
   - To establish methods of promotion and dissemination of the technologies.

3. Person description

   This person should be qualified to degree level in Materials Technology, Physics, or Civil Engineering. Other technical qualifications would be considered. He/she must have an innovative mind and a keen interest in developing materials for Nepal. Although the main thrust of the programme is for building materials other possibilities (e.g. ceramics, plastics) could also be considered.

   He/she must be capable of working on his own initiative, but must also be able to train Nepali staff to work alongside him/her.

   The person (and their family) should be able and willing to live in a trying climate.

November 17, 1989

JD-DCS.REV

Gossner Mission

BUTWAL TECHNICAL INSTITUTE

Industrial Training Consultant

1. Background

Butwal Technical Institute (BTI) is an apprenticeship training centre, providing industry based training. Training is given for 4 years, mainly in the following trades:

Welding
Machinist
Electrician
Cabinet maker

The trainees are placed in companies, and training is given while the trainees are working on production, according to curricula set by BTI. In addition theory classes are given outside working hours. The success of the training therefore depends on close cooperation between BTI and the industries.

In addition to the 4 year craftsman training, a 2 year programme provides training to machine operator level.

BTI is located on the edge of the Nepal terai (plains), and the climate is hot. It is part of an industrial complex comprising engineering and wood based industries.

2. Job description

The major responsibilities are:

a. to evaluate the apprenticeship training programme;

b. to advise on improvements and new developments in the training programme;

c. to support and strengthen supervisors in industries who are acting as instructors;

d. to assist related industries to assess their training needs, and advise on means of satisfying them;

e. to support the staff of BTI so that they may continue the development of training.

3. Person description

The person should have extensive experience of industry based training, particularly in its management and planning. The ability to build relationships is essential.

The person (and his family) should be able and willing to live in a trying climate.

November 16, 1989

JD-BTI.WP

Gossner Mission

DEVELOPMENT AND CONSULTING SERVICES

Management/marketing Consultant

1. Background

a. Development & Consulting Services (DCS)

DCS focusses on the development of technologies for small industries in Nepal. The approach used has been both to develop the technologies, and to promote their use; promotion has been done either through establishing separate organisations (e.g. companies), or through training of Nepali entrepreneurs, or by its own installation programme. .Major emphases have been on bio-gas, small turbines and mills, rural electrification, and cement fibre tiles. It is seeking to establish itself as a major centre for this type of work, and to build up a good team of Nepali staff.

DCS is located at the edge of the Nepal Terai (plains), and the climate is hot. It is linked with engineering industries and a training centre in which UMN has been involved for 25 years. There is a Nepali staff of about 50, and up to 10 expatriates.

b. The Management Consultancy Programme aims to strengthen and assist the management of UMN related and other companies. In doing this the programme plans to offer training and seminars. as well as responding to requests for advice.

2. Job description

The job will involve liaising with companies and offering consulting advice when requested, setting up and running training courses (short and long term courses), making links with Nepali companies and organisations in Butwal and developing ways of offering advice in management, and in sales and marketing. The concept of marketing is one that especially needs to be actively pursued.

3. Person description

The person needs to have general training in management or marketing. Several years experience is required, preferably at a senior level.

The person (and their family) should be able and willing to live in a trying climate.

November 17, 1989

JD-DCS.REV

Gossner Mission

JOB DESCRIPTION
ADVISOR TO HEAD OF HEALTH DEPT, KTS JUMLA

BACKGROUND

The Karnali Technical School (KTS) was founded in July 1980 in the far NW of Nepal across the Himalayan divide of Nepal. It is an attractive and remote area accessible by air from Kathmandu (when weather and other conditions permit) or by a 5 day walk from Surkhet. The school established by UMN, is government run, and all UMN personnel work on a secondment basis. The school presently provides a 3 year practical training course (plus a fourth year internship) in 3 fields: agriculture, health and construction. There are some 130 students enrolled. The purpose of the school is to provide semi-skilled self-supporting workers to the surrounding needy areas.

There is also some extension work in Community Health and Forestry, which is linked to the school and provides practical experience for students. There are opportunities to live both on and off the actual school site.

JOB DESCRIPTION

This person reports to the KTS principal. The main responsibilities are:

- to provide support and advise to the Nepali Head of the Health Department in the administration of the department, but not to be involved in actual implementation.

- to be involved in improving the effectiveness of teaching staff, through assistance, encouragement and training in teaching and technical skills.

- working on Materials Development. This will involve reviewing and revising existing material, and preparing new material.

- some actual teaching, usually with a Nepali counterpart.

Expatriate staff are expected to work similar hours to their Nepali colleagues.

PERSON DESCRIPTION

This person must be willing to live and work in a remote area, where living and teaching conditions are basic, working and living with a small expatriate team,. They need to have a flexible attitude to unexpected and lasted minute changes (eg. in time schedule), and be happy to teach at a more general level than perhaps they are used to. They need to enjoy the advisor/facilitator role, and be able to cope with not having control over such things as budgeting, spending and the implementation of initiatives. They will need to be able to work to Nepali supervisors and enjoy working amongst students.

Previous experience in Nepal/Asia is preferable. All teaching is in Nepali and a reasonable Nepali fluency will be necessary. For women particularly strong resilience is needed in the area's male oriented culture and work sphere. The person should be a qualified teacher in some aspect of the Health Trade as sought at KTS.

The location calls for spiritually mature people capable of sustaining and living out their faith in a low key manner, in a sensitive cultural and religious environment.

November 1991

Gossner Mission

JOB DESCRIPTION
ADVISOR TO HEAD OF AGRICULTURE DEPARTMENT KTS, JUMLA

BACKGROUND

The Karnali Technical School (KTS) was founded in July 1980 in the far NW of Nepal across the Himalayan divide of Nepal. It is an attractive and remote area accessible by air from Kathmandu (when weather and other conditions permit) or by a 5 day walk from Surkhet. The school established by UMN, is government run, and all UMN personnel work on a secondment basis. The school presently provides a 3 year practical training course (plus a fourth year internship) in 3 fields: agriculture, health and construction. There are some 130 students enrolled. The purpose of the school is to provide semi-skilled self-supporting workers to the surrounding needy areas.

There is also some extension work in Community Health and Forestry, which is linked to the school and provides practical experience for students. There are opportunities to live both an and off the actual school site.

JOB DESCRIPTION

This person reports to the KTS principal. The main responsibilities are:

- to provide support and advise to the Nepali Head of the Agriculture Department in the administration of the department, but not to be involved in actual implementation.

- to be involved in improving the effectiveness of teaching staff, through assistance, encouragement and training in teaching and technical skills.

- working on Materials Development. This will involve reviewing and revising existing material, and preparing new material.

- some actual teaching, usually with a Nepali counterpart.

- Undertaking some off-campus work involving recruitment of new students and locating and supervising on-the-job training opportunities for students.

- acting as an advisor to the school's Nepali Farm Manager to ensure the farm runs effectively.

Expatriate staff are expected to work similar hours to their Nepali colleagues.

PERSON DESCRIPTION

This person must be willing to live and work in a remote area, where living and teaching conditions are basic, working and living with a small expatriate team. They need to have a flexible attitude to unexpected and lasted minute changes (eg. in time schedule), and be happy to teach at a more general level than perhaps they are used to. They need to enjoy the advisor/facilitator role, and be able to cope with not having control over such things as budgeting, spending and the implementation of initiatives. They will need to be able to work to Nepali supervisors and enjoy working amongst students.

Previous experience in Nepal/Asia is preferable. All teaching is in Nepali and a reasonable Nepali fluency will be necessary. For women particularly strong resilience is needed in the area's male oriented culture and work sphere. The person should be a qualified teacher in some aspect of the Agriculture Trade as sought at KTS.

The location calls for spiritually mature people capable of sustaining and living out their faith in a low key manner, in a sensitive cultural and religious environment.

November 1989

Gossner Mission

JOB DESCRIPTION
ADVISOR TO HEAD OF CONSTRUCTION DEPT, KTS, JUMLA

BACKGROUND

The Karnali Technical School (KTS) was founded in July 1980 in the far NW of Nepal across the Himalayan divide of Nepal. It is an attractive and remote area accessible by air from Kathmandu (when weather and other conditions permit) or by a 5 day walk from Surkhet. The school established by UMN, is government run, and all UMN personnel work on a secondment basis. The school presently provides a 3 year practical training course (plus a fourth year internship) in 3 fields: agriculture, health and coustruction. There are some 130 students enrolled. The purpose of the school is to provide semi-skilled self-supporting workers to the surrounding needy areas.

There is also some extension work in Community Health and Forestry, which is linked to the school and provides practical experience for students. There are opportunities to live both on and off the actual school site.

JOB DESCRIPTION

This person reports to the KTS principal. The main responsibilities are:

- to provide support and advise to the Nepali Head of the Agriculture Construction Department in the administration of the department, but not to be involved in actual implementation.

- to be involved in improving the effectiveness of teaching staff, through assistance, encouragement and training in teaching and technical skills.

- working on Materials Development. This will involve reviewing and revising existing material, and preparing new material.

- some actual teaching, usually with a Nepali counterpart.

- Undertaking some off-campus work involving recruitment of new students and locating and supervising on-the-job training opportunities for students.

Expatriate staff are expected to work similar hours to their Nepali colleagues.

PERSON DESCRIPTION

This person must be willing to live and work in a remote area, where living and teaching conditions are basic, working and living with a small expatriate team. They need to have a flexible attitude to unexpected and lasted minute changes (eg. in time schedule), and be happy to teach at a more general level than perhaps they are used to. They need to enjoy the advisor/facilitator role, and be able to cope with not having control over such things as budgeting, spending and the implementation of initiatives. They will need to be able to work to Nepali supervisors and enjoy working amongst students.

Previous experience in Nepal/Asia is preferable. All teaching is in Nepali and a reasonable Nepali fluency will be necessary. For women particularly strong resilience is needed in the area's male oriented culture and work sphere. The person should be a qualified teacher in some aspect of the Construction Trade as taught at KTS. Subject areas taught include construction method, surveying, carpentry and technical drawing.

The location calls for spiritually mature people capable of sustaining and living out their faith in a low key manner, in a sensitive cultural and religious environment.

November 1989

Gossner Mission

JOB DESCRIPTION
INSTRUCTOR AGRICULTURE TRADE, KTS, JUMLA

BACKGROUND

The Karnali Technical School (KTS) was founded in July 1980 in the far NW of Nepal across the Himalayan divide of Nepal. It is an attractive and remote area accessible by air from Kathmandu (when weather and other conditions permit) or by a 5 day walk from Surkhet. The school established by UMN, is government run, and all UMN personnel work on a secondment basis. The school presently provides a 3 year practical training course (plus a fourth year internship) in 3 fields: agriculture, health and construction. There are some 120 students enrolled. The purpose of the school is to provide semi-skilled self-supporting workers to the surrounding needy areas.

There is also some extension work in Community Health and Forestry, which is linked to the school and provides practical experience for students. There are opportunities to live both an and off the actual school site.

JOB DESCRIPTION

This person reports to the Nepali Head of Agriculture Trade. Their main responsibilities are:

- to instruct and supervise students in both the formal class room and practical on-the-job situations. Teaching will normally be done with a counterpart;
- to work on Materials Development preparing student and instructor materials, reviewing and revising existing material;
- assisting in the recruitment of new students;
- taking a share of normal instructors general school duties outside normal teaching hours;
- supervision of any Assistant Trade Instructor or other staff delegated to them;

The actual balance of the first 2 areas of responsibility will vary according to the personnel skills needs.

Expatriate staff are expected to work similar hours to their Nepali colleagues.

PERSON DESCRIPTION

This person must be willing to live and work in a remote area where living and teaching conditions are basic, working and living with a small expatriate team. They need to have a flexible attitude to unexpected and last minute changes (eg. in time schedule), and be happy to teach at a more general level that perhaps they are used to.

They need to be able to work to a Nepali supervisor and enjoy working amongst students. All teaching is in Nepali and reasonable Nepali fluency will be necessary.

For women particularly, strong resilience is needed in the area's male oriented culture add work sphere.

Diploma or Certificate level in some aspect of Agriculture as taught at KTS is required. Teaching training and experience is highly desirable. At present KTS has a strong desire for a vet or at least an animal science person in this post.

The location calls for spiritually mature people capable of sustaining and living out their faith in a low key manner, in a sensitive cultural and religious environment.

November 1991

Gossner Mission

JOB DESCRIPTION
CONSTRUCTION COURSE EXTENSION WORKER, KTS, JUMLA

BACKGROUND

The Karnali Technical School (KTS) was founded in July 1980 in the far NW of Nepal across the Himalayan divide of Nepal. It is an attractive and remote area accessible by air from Kathmandu (when weather and other conditions permit) or by a 5 day walk from Surkhet. The school established by UMN, is government run, and all UMN personnel work on a secondment basis. The school presently provides a 3 year practical training course (plus a fourth year internship) in 3 fields: agriculture, health and construction. There are some 130 students enrolled. The purpose of the school is to provide semi-skilled self-supporting workers to the surrounding needy areas.

There is also some extension work in Community Health and Forestry, which is linked to the school and provides practical experience for students. There are opportunities to live both an and off the actual school site.

JOB DESCRIPTION

The person reports to the Nepali Head of Construction Trade. Their main responsibilities are:

- to find adequate and varied practical training opportunities in the local community for KTS construction students.
- to make the necessary arrangements (surveying work to be done, agreements about payment term and conditions etc.) for this work;
- to be responsible (as delegated) for all or part of the supervision of this work, with a strong focus on giving practical skills to students.
- to be a resource person to local people seeking advice for construction or appropriate technology problems.
- seeking to adapt proven technologies to the local situation (although original and long-term research and development is excluded due to lack of facilities and time).
- preparation of plans, budgets add statements as required.

Expatriate staff are expected to work similar hours to their Nepali colleagues.

PERSON DESCRIPTION

This person must be willing to live and work in a remote area where living and working conditions are basic, working and living with a several expatriate team. They need to have a flexible attitude to unexpected and last minute changes (eg. in time schedule). They must be able to work to a Nepali Supervisor and enjoy working amongst students. All work is in Nepali and reasonable Nepali fluency will be necessary. Someone with previous experience in Nepal is preferable.

For women, particularly, strong resilience is needed in the area's male orientated culture and work sphere. The person could be either a tradesman or technician.

The location calls for spiritually mature people capable of sustaining and living out the faith in allow key manner, in a sensitive cultural and religious environment.

November 1989

Gossner Mission

JOB DESCRIPTION: SCIENCE TUTOR FOR KISC

Background

The Kathmandu International Study Centre (KISC) is a joint support project of UMN and a sister mission, the International NEpal Fellowship (INF). It opened in January 1987 to cater for the educational needs of secondary-age missionary children (11-18 years) and fulfills a vital role in enabling missionary families with older children to stay longer on the field. KISC is a resource\learning centre at which students study through individualised self-study systems from their home country but also join together for many corporate activities. The Centre aims to provide an education of a comparable standard with, and covering the same range of subjects as in each student's own country. The language of communication within the Centre is English but students may study in their own language.

Job Description

An experienced secondary level teacher is needed to undertake the following duties:

1. To tutor Science throughout the school to GCSE (General Certificate of Secondary Education (UK)) level and the equivalent in other courses.
2. To supervise and direct students in individual and group practical work in the science laboratory.
3. To take special responsibility for the overall progress and well-being of some of the students on an individual basis.
4. To develop individualised self-study material in science core-topics which takes advantage of the students' unique learning environment.
5. To take part in extra-curricular activities and to give occasional assistance with the care of the boarders.
6. Ability to teach other subjects\skills would be an advantage eg. sport, music, drama, woodwork, etc.

Person Description

Appropriate training and experience for the above job are essential. The tutor must be fluent in English, willing to be flexible in the work situation and able to to work well in a small team. He\she must also be sensitive to the needs of students from a wide variety of nationalities, ages and cultural backgrounds. He\she should be committed to the Christian principles of KISC and in sympathy with the aims of UMN and INF.

Needed: January 1991

Nov 1989

Gossner Mission

JOB DESCRIPTION: GENERAL TUTOR FOR KISC

BACKGROUND

The Kathmandu International Study Centre (KISC) is a joint support project of UMN and a sister mission, the International Nepal Fellowship (INF). It opened in January 1987 to cater for the educational needs of secondary-age missionary children (11-18 years) and fulfils a vital role in enabling missionary families with older children to stay longer on the field. KISC is a resource/learning centre at which students study through individualised self-study systems from their home country but also join together for many corporate activites. The Centre aims to provide an education of a comparable standard with, and covering the same range of subjects as in each student's own country. The language of communication within the Centre is English but students may study in their own language.

Job Description

An experienced secondary teacher is needed to underteke the following duties:

1. To tutor History and/or Geography throughout the school.
2. Ability to tutor Sport and/or Music an advantage.
3. To share in the supervision of students studying in the Resource Centre.
4. To take special responsibility for the overall progress and well-being of some of the students on an individual basis.
5. To develop individualised self-study material in core-topics which takes advantage of the students' unique learning environment.
6. To take part in extra-curricular activities and to give occasional assistance with the care of the boarders.

Person Description

Appropriate training and experience for the above job are essential. The tutor must be fluent in English, willing to be flexible in the work situation and able to work well in a small team. He/she must also be sensitive to the needs of students from a wide variey of nationalities, ages and cultural backgrounds. He/she should be committed to the Christian principles of KISC and in sympathy with the aims of UMN and INF.

Position vacant: January 1990.

November 198

Gossner Mission

JOB DESCRIPTION
PRIMARY TUTORIAL GROUP TEACHERS

BACKGROUND

UMN is involved in a range of Development projects throughout Nepal, in remote rural areas, regional centers, and in Kathmandu, the national centre. In most of these projects UMN has set up Tutorial Groups to cater for the educational needs of primary-aged children (5-11 yrs). The groups are run by a local management committee, staffed by a qualified teacher, assisted by parents. The groups vary in size (between 3 and 10 approximately), with children of different ages, nationalities and educational backgrounds. Some groups use the childrens' own correspondence material, others prepare their own curriculum. Basic text books are normally obtained from overseas, but supplemented with locally bought material.

Most of the groups are in rural areas where living and working conditions are simple and basic.

JOB DESCRIPTION

Specific responsibilities include:

1. Taking full or shared responsibility in the education of a group of missionary children, and in the general administration of the group.

2. Ordering and\or purchasing books and equipment locally or from overseas.

3. Checking the work of local staff (eg. sweeper, gardener).

4. Arranging for repair and maintenance of school premises, through appropriate project personnel.

5. Reporting to the local Management Committee and the UMN Education Secretary.

PERSONNEL DESCRIPTION

The nature of the job and variety of children require a person who is flexible adaptable and creative. In most in cases, the person will need to able to live and work in a more remote area, living within a small expatriate team.

Primary school teacher training and experience is essential, especially in teaching basic skills to the lower primary level (5-7 years).

MICHAL-P

November 1991

Gossner Mission

BUSINESS MANAGERS/ACCOUNTANTS

November 1989

Background

UMN is involved in the development, of both urban and rural communities in Nepal through a number of community health and rural educational, agricultural and industrial programmes. These programmes are situated in urban and semi-remote to remote areas. UMN has its headquarters in the capital city Kathmandu. Business Manager/Accountants are required for some of these programmes.

Tasks will vary depending on the nature of the project, but in all projects there will be a need for prompt and efficient maintenance of accounts, planning and budgeting. In some cases, co-ordination with the headquarters Treasurer's office and some other departments/member organizations also will be called for.

Job Description

Business Manager/Accountants will be responsible for establishing and operating financial accounts in accordance with guidelines established by the UMN Treasurer's office, including preparation and distribution of monthly and annual financial statements, and annual programme budgets, operation of bank accounts, monthly reconciliation, collection and accounting for fees, making payments, internal audits twice yearly, and control of expenditures by a standard procedure to approve payments.

They will also manage staff under their supervision, and manage/maintain buildings and equipment. Management of personnel will involve recommending to the Project Director, appointment, promotion, and/or dismissal of Nepali staff, interpreting and applying employment policies, training other business office personnel, and interpreting UMN Committee actions.

They will maintain and manage property, by supervising the stores purchases and inventory, giving overall direction to workshops, negotiating and signing lease agreements for housing, collecting and paying rents, arranging for necessary maintenance and repairs on housing, and keeping an up to date inventory of all housing furniture and equipment. They will be members of the Project Management Committee, and the local Area Housing Committee, besides chairing the Provident and Revolving Fund Loan Committee. They will perform such other duties as negotiated with the Project director.

Person Description

The persons should have suitable qualification to degree level or equivalent in accountancy, and practical experience. They should be able to organize and train others, and to communicate in an effective way. In some cases, they will need to cope in remote/semi-remote areas. In all cases, a good business head, with planning and budgeting strengths will be major criterion, along with flexibility and the ability to adapt to an Asian environment, as appropriate. Skills in dealing with employee queries, grievances and problems over pay and employment terms will also be necessary in most locations.

Gossner Mission

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Eingegangen
-8. Sep. 1989
Erledigt:.....

UNITED MISSION TO NEPAL
MEMO

To : All UMN Appointees
From: Personnel Department, Gareth Wardell
Date: August 24, 1989

cc: All UMN Member/Sending Bodies

Most of you by now will be aware that our UMN General Agreement is due to expire on 26 May 1990. We have just been informed today, that we will be renegotiating our Agreement with the Ministry of Foreign Affairs (not the Social Services National Coordination Council) and we are hopeful that the Agreement will be signed by 26 May 1990, if not before. You will probably also be aware that over the past nine months the renewal of all UMN Official Visas has been linked to the expiry date of our General Agreement. Consequently at the present time approximately 375 UMN visas are due to expire on 26 May 1990. It is hoped that, by the end of December 1989, all UMN expatriate personnel (approximately 650 adults and children) will have Official Visas that are due to expire on 26 May 1990. Even if the new General Agreement is signed on or before that date, it is anticipated that there could be a delay of at least another three months, possibly longer, before the visa renewal process is working smoothly again.

In an organization the size of UMN, in an average week there is always someone either leaving or returning from furlough and consequently any hold up in visa renewals of more than two weeks can begin to create logistical problems. For this reason, some guidelines are given below to assist appointees in planning for next year, particularly those who are due to depart for, or return from, furlough during the period concerned. We would advise you to discuss these guidelines and their implications with senior personnel in your project. A copy of these guidelines is also being sent to all UMN Member Bodies and we would recommend that you take up this matter with your mission if a change of furlough dates is likely.

1. Any appointees holding Official Visas valid until 26 May 1990 who are due to **RETURN** from furlough between 27 May and 31 August 1990, are advised to return to Nepal by no later than 25 May 1990. This may necessitate some people departing for furlough by up to three months earlier than planned.

2. Persons due to **DEPART** for long furlough (four months or more) between 27 May and 31 August 1990 are advised to leave for furlough by 26 May 1990. (Appointees would then be notified via their Member Body once fresh visa clearance has been obtained, and would be advised as to when they can return).

3. Persons due to **DEPART** for short furlough (up to four months) between 27 May and 31 August 1990 may want to consider postponing their furlough for up to three months in order to obtain a visa before leaving Nepal.

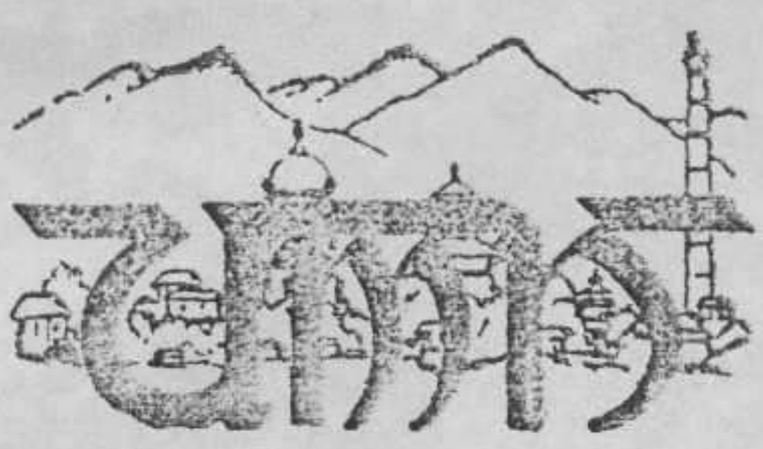
4. All appointees are discouraged from planning holidays/work visits outside Nepal between 26 May and 31 August 1990. Appointees remaining in Nepal during this time are reminded that it is not possible to obtain **TREKKING PERMITS** while on an expired visa.

5. All appointees are advised that, whilst it is possible to remain in Nepal on an expired visa while this is processed for renewal, once they have chosen to exit Nepal (and their visa has expired) it will not be possible to re-enter the country until full Government clearance has been obtained. This procedure can take several months to complete and consequently appointees who choose to exit Nepal at this time may face considerable delays before they are able to return.

6. All appointees are urged to be patient, prayerful and flexible as we approach this potentially difficult period.

Gossner Mission

2/31 6)



THE UNITED MISSION TO NEPAL

Executive Director: Mr. J. H. Barclay
Treasurer: Mr. L. Miller

Telephone : 212179, 215573, 212668,
Telex: 2315 UMNEPA
Telegrams: UMNEPAL
Location: K-1-325 ***Thapathali***
Mailing address:

POST BOX 126
KATHMANDU, NEPAL

Eingegangen
- 1. Sep. 1989
Erledigt:.....

August 15, 1989

Dear Friends

Re: Personnel Needs List/Job Descriptions

Please find enclosed with this letter the latest copy of the UMN Personnel Needs List. I am also enclosing a General Job Description for most, (though not all) of the posts which appear on this list. The list is accurate at the time of going to print although you will appreciate that our personnel requirements can change from day to day as new offers of service come in, or as existing personnel decide to leave.

I do hope you will find this information helpful. If I can assist in providing you with any further details, do get in touch with me.

Re: UMN Recruitment Procedures

Owing to confusion with some Member Bodies, I think it would be helpful if I were to explain again our main requirements in handling applications from UMN Member Bodies. The single most important document for us is a full and detailed CV (bio-data). If we receive this with the initial letter of enquiry this helps us to determine quickly whether we have any vacancies suitable to the particular training, qualifications and work experience of the applicant. Only if we feel we may have a suitable vacancy would we then ask to receive further application papers. For your information a full set of papers for a UMN application is as follows:

- A completed Nepal Information Form (for married couples both husband and wife should complete a separate form
- The Member Body's own application forms (if these are available in English
- Two professional references (minimum)
- One Church/Pastoral reference
- One reference from a friend
- Children's School Report Forms (if applicable)

Please note the additional requirements of a school report (form enclosed) to be completed on all children aged 5 and above. This is to help determine whether children have particular learning or developmental problems and, if so, whether these can appropriately be handled in the Nepal setting. Please make sufficient copies of this form and insert your own Member Body name and address next to the asterisk. This form should be returned to your office by the school, and then forwarded, with other application papers, to the UMN.

UMN also needs to receive written or telexed assurance that each applicant has received medical/psychological clearance according to UMN criteria. In addition, we need to receive 10 identical passport photos on each adult applicant, and full passport details (number, date of issue/expiry) for each passport holder, including children.

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After an application has been considered at UMN Coordinating Committee we usually telex or write to the Member Body to inform them of the decision taken. However please note that UMN acceptance does not guarantee acceptance by His Majesty's Government of Nepal. After UMN has approved an applicant we are then required to submit full bio-data and photographs with details of the post in question to gain full clearance via the relevant Government Line Ministry, the Ministry of Home Affairs (including clearance through Interpol) and clearance by the National Planning Commission. On average this procedure takes about four to five months to complete.

I hope the above information is helpful to you.

I would like to thank you on behalf of UMN for all you do in finding personnel for us.

With all good wishes

Gareth Wardell
Personnel Department

gw/kd

Gossner Mission

BACKGROUND INFORMATION ON CHILDREN'S EDUCATION

To be completed by the class teacher of the school last attended by the child for a period of not less than 6 months.

Parents' names:

Child's name: Date of birth:

Teacher's name (Mr.\Mrs.\Miss)

Name and address of school:

The parents of this child are applying to work overseas with the United Mission to Nepal. Schooling for expatriate children in Nepal varies according to the location. It may be in an established, well-equipped, urban school with children of many nationalities. Alternatively, in rural areas it may be in a Tutorial Group of 4 - 12 children with one or two expatriate teachers, plenty of individual attention but a small or non-existent peer group. Some mothers teach their own children at home, using correspondence material.

It would be a help to us in considering this family's application if you would kindly complete the questionnaire below. In it, we are not seeking to assess the child's academic ability, but rather to find out if the child has any special educational needs which might affect the family's adjustment and effectiveness in the work here. Please return the completed form to:

Thank you for your cooperation.

1. Has the child any particular learning problems?

2. Has the child any marked social\emotional problems?

3. If the answer to 1 or 2 (above) is "yes":
   a) What kind of special treatment, if any, has the child received? With what results?

   b) Do you think that the child needs ongoing treatment?

4. How do you think the child would adjust to working in a small Tutorial Group?

5. (For children of 10 years or over) Has the child any learning difficulties (eg. a low reading level) which might make it difficult for him\or her to cope with a supported self-study system?

6. Please add any other information that would be of help to the child's future teachers.

Class teacher's signature: _____

Head teacher's signature: _____

Date : _____

CHIL-INF

Gossner Mission

UNITED MISSION TO NEPAL

PERSONNEL NEEDS LIST

AUGUST 1989

The United Mission to Nepal is a Christian Mission seeking workers with a clear commitment to Christ as Saviour and Lord, and a call of God to service in Nepal. The great need is for such workers who are prepared to join with colleagues from many countries, churches and professional backgrounds. They must have an attitude of flexibility and adaptability to assignments, and to living and working conditions in Nepal which are very different from those in their home countries and may lead to real frustration as well as the joys of such service. Personal qualities of humility and receptiveness are important for an effective presence in this country.

The list below consists of personnel required for approved posts in UMN and, unless otherwise stated, long-term workers are preferred. The United Mission does not offer a salary to expatriates but looks to the member organizations to send the needed workers with full support, and will try to link any suitable enquirers with such member bodies. Further details can be supplied on request to:

Gareth Wardell, United Mission to Nepal, Post Box 126, Kathmandu, Nepal.

The following key is given to help indicate the urgency of the different needs:

*** = VERY URGENT
** = URGENT
* = PRESSING NEED

URGENCY

HEALTH SERVICES:

*** **CONSULTANT PHYSICIAN/INTERNIST**
to work in the 100 bed Tansen Hospital. (Major post-graduate qualification necessary).

*** **OBSTETRICIAN/GYNEACOLOGIST**
Consultant Obstetrician and Gyneacologist is required to work in a busy unit at the 138 bed Patan Hospital in Kathmandu.

*** **PSYCHIATRIST**
to be part of an ongoing community mental health programme, to do research, teaching Nepali medical staff, and curriculum development for such staff.

*** **GENERAL SURGEON**
A qualified general surgeon is required to work in a busy surgical programme in Tansen Hospital (100 beds) in the mountainous Palpa District of Nepal.

Gossner Mission

*** **DENTISTS**
for work in UMN's Dentistry and Oral Health Programme which includes both clinical and community dentistry, teaching and supervision of dental assistants.

*** **IN-SERVICE NURSE EDUCATORS**
for ongoing education of nursing staff of the 100-bed Tansen Hospital and 138 bed Patan Hospital.

** **LABORATORY TECHNICIANS**
(Medical Technologists) with broad general laboratory experience including chemistry and haematology, who are prepared to undertake supervisory duties, are needed for laboratories with low level technology in Patan and Tansen Hospitals. Experience in a blood bank would be helpful.

** **NURSE ANAESTHETIST**
to participate in the surgical programme of a 100 bed hospital in Tansen as well as assisting in training Nepali Anaesthetic Technicians.

** **NURSING TUTORS**
for staff of the UMN Nurse Campus which trains registered nurses in a basic nursing programme.

* **GENERAL MEDICAL PRACTITIONERS**
experienced, preferably with extra training in parasitology and infectious diseases, for all-round diagnosis and treatment of a wide range of diseases. Interest in teaching paramedicals and ability to work within a team approach to health care. Experience in paediatrics and obstetrics required for some posts.

<u>RURAL DEVELOPMENT:</u>

*** **VETERINARIAN**
This position calls for basic large animal clinical work, but primarily to train village based animal health workers and give them logistic support. The location will be Pokhara, but project visitation is called for, up to 25% of the time. Key qualities required are flexibility and people-oriented communication skills. Basic administration skills would be helpful.

*** **AGRICULTURAL CONSULTANT**
The position is that of Section Leader for the Horticulture Agronomy Support Programme (HASP) of the Rural Development Centre (RDC). The location will be Tansen, but project visitation will be called for, up to 25%. The job will be to advise and provide logistic support to project based agriculture programmes; develop community-targeted training programmes; programme evaluation; fulfill administrative duties called for in running the section; etc.

*** **AGRICULTURAL ADVISOR**
Seconded to a remote government technical school, activities will include being a resource to the Ag Head of Department, curriculum and material development, on-the-job teacher training, and some teaching. Requires someone with a strong animal health background.

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** AGRICULTURAL INSTRUCTOR
Seconded to a remote government technical school, activities will include teaching teenage students, assisting in curriculum development, involvement in practicial work and extension with students, and assisting with short courses for local people at the school.

** RURAL SOCIOLOGIST/ECONOMIST.
The position necessitates carrying out research, surveys and evaluations for various rural development subjects and programmes. Skills must include data compilation/writing/editing. the person will be expected to work easily on their own and be self motivated. The position will be based in Pokhara, but project visitation is required, up to 25% of the time.

* FIELD-BASED PROGRAMME MANAGER.
The position calls for someone able to live in a remote area and take up leadership of a community development programme. The person must have experience and qualifications either in general development, or in specialist areas related to community development. Administration and personnel related skills are essential. An understanding of integrated, community-participative development philosophy and methodology is expected.

* AGRICULTURALISTS/FORESTERS.
These positions call for people to act as advisors to and co-partners in village based, community participative agriculture and forestry programmes. Training and motivation skills are emphasized.

ENGINEERING AND INDUSTRIAL DEVELOPMENT:

*** QUANTITY SURVEYOR
responsible for measuring quantities, billing, and other surverying work in a UMN related company. Training a Nepali co-worker will be a high priority.

*** INDUSTRIAL TRAINING CONSULTANT
is required to assist in the development of training in an Apprenticeship Training Centre. Training is given in mechanical and electrical engineering industries, and in a furniture making factory.

** MECHANICAL ENGINEERS
to work in general engineering as well as research and development workshops.

** INDUSTRIAL ACCOUNTANT
A person is needed to review and improve upon current accounting methods in a Civil Construction Company. This could be a short-term assignment of up to two years.

* WATER SYSTEMS ENGINEERS
are needed to work with planning and construction of rural drinking water systems and small irrigation schemes. Training of technicians would be an important part of the job. Ability to live and work with villagers in remote areas is a must.

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* **ARCHITECT**
a person is needed for a team to design buildings for mission projects. The team needs to design small to medium buildings using available materials. Structural design is sometimes needed.

<u>EDUCATION:</u>

*** **ADVISOR TO HEAD OF HEALTH DEPARTMENT**
person with both health and teaching experience needed for teaching and material/curriculum development and on-the-job training of staff in a remote technical school. Teaching and living conditions are basic. Previous experience in Asia preferable.

*** **CONSTRUCTION COURSE INSTRUCTOR**
needed to teach subjects such as construction methods, surveying, carpentry, technical drawing to teenage students in a remote technical school. Teaching experience and technical skill needed.

*** **ADVISOR TO HEAD OF CONSTRUCTION DEPARTMENT**
needed to advise and assist the Nepali Head of Department in a remote technical school. Some teaching and curriculum and materials development plus on the job staff training involved. Teaching experience and technical skill needed.

*** **MODERN LANGUAGES TUTOR**
to supervise and guide expatriate secondary level students in modern languages (particularly French) at the Kathmandu International Study Centre. To take part in extra curricular activities on a school-wide basis.

*** **PRIMARY TUTORIAL TEACHERS**
Experienced primary teachers to teach small groups (4-12 children) of primary aged mission children, of varying nationalities, in some of our rural and urban projects. The medium of instruction is English.

** **GRAPHIC ARTIST**
to work in a programme producing multi-media communications materials for INF/UMN programmes. Training in graphic design with experience in screen printing and illustration work, required. Use of computer in graphic design also preferred. Some administrative experience would also be desirable.

<u>MISCELLANEOUS:</u>

** **BUSINESS MANAGERS/ACCOUNTANTS**
with experience, able to train and supervise staff. For work in administration at various projects (small/medium hospitals, construction site, rural centres, schools) and UMN related industries. The training of Nepali staff is a key responsibility in these assignments.

GW/kd
9/8/89

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Gossner Mission

UNITED MISSION TO NEPAL

PATAN HOSPITAL

JOB DESCRIPTION

Level:

Job Title: Internist

Job Summary: To provide care for in-patients and out-patients

Qualification: Post graduate qualification in the relevant specialty. (In Medicine or Paediatrics, a qualification or considerable experience in Family Practice may be acceptable).

Duties:

1. To do work in wards, operating theatres, delivery rooms, and clinics within his/her competance and experience.
2. To share in training as assigned.
3. To substitute for the Chief of Service as needed.
4. To do consultations on other services as needed.
5. To do other duties as assigned.

Job Relationships: Responsible to the Chief of Medical Staff.

I have read the above job description and accept it as discussed with

.....

.....

Signed .....
Employee

Date .....

Signed .....
Employer

Date .....

Gossner Mission

UNITED MISSION TO NEPAL

PATAN HOSPITAL

JOB DESCRIPTION

Level:

Job Title: Obstetrician/Gynaecologist

Job Summary: To provide care for in-patients and out-patients

Qualification: Post graduate qualification in the relevant speciality. (In Medicine or Paediatrics, a qualification or considerable experience in Family Practice may be acceptable).

Duties:

1. To do work in wards, operating theatres, delivery rooms, and clinics within his/her competance and experience.
2. To share in training as assigned.
3. To substitute for the Chief of Service as needed.
4. To do consultation on other services as needed.
5. To do other duties as assigned.

Job Relationships: Responsible to the Chief of Medical Staff.

I have read the above job description and accept it as discussed with

.....

Signed .....
Employee

Date .....

Signed .....
Employer

Date .....

Gossner Mission

MAY 1988

PSYCHIATRIST

Background

UMN is involved in the development of rural communities in Nepal through various programmes ranging from community health to education, irrigation, engineering workshops and hydro-power generation. Many such programmes are located in semi-remote to remote areas. UMN also has an ongoing community mental health programme, which needs a qualified and experienced psychiatrist.

The person will have to undertake some degree of pioneering work in the field, besides routine matters.

Job Description

As part of the community mental health programme, the Psychiatrist will cary out research in the field on a broad and extensive scale. He/She will be expected to teach Nepali medical staff in this subject and related matters in addition to some lecturing in psychiatry at the University, Institute of Medicine. Curriculum development and material development for such staff/students also will be required.

The applicant may also be involved in providing counselling and psychiatric support to expatriate personnel. where necessary

Person Description

The person must be a qualified psychiatrist with broad experience in the field of research, and teaching medical personnel, preferably in the developing world. Adaptability and flexibility of approach are essential, owing to the diversity of cultural backgrounds and nationalities involved. A background in the field of psychiatric research and teaching will be expected.

Gossner Mission

UNITED MISSION TO NEPAL

TANSEN HOSPITAL

JOB DESCRIPTION

Level:

Job Title: General Surgeon

Job Summary:

Qualification:

Duties:

1. To be ultimately responsible for all care of patients admitted to surgical wards in Tansen Hospital.
2. To work together with other doctors in Tansen in seeking to provide appropriate care for patients in OPD and in the wards.
3. To supervise the quality of work by the physiotherapy assistant.
4. In the absence of anaesthetic supervisor, to be responsible for quality of anaesthetics given by anaesthetic technicians.
5. To be aware of management needs within OR and CS and to act as advisor to OR In-charge, as well as nursing director.
6. To seek, when feasible, to train staff at all levels through in-service education.
7. To share in general on call duty when shortage of expatriate physician staff necessitates such action.

Work Traits:

Work Environment:

Job Relationship: Responsible to the medical director. Special relationships to the physiotherapy assistant, OR and CS In-charge.

I have read the above job description and accept it as discussed with

.....

Signed .....
Employee

Date .....

Signed .....
Employer

Date .....

Gossner Mission

UNITED MISSION TO NEPAL

PATAN HOSPITAL

JOB DESCRIPTION

Level: 7-9

Job Title: Dentist

Job Summary: Provision of curative, preventive, and promotive dental care in Patan Hospital and Lalitpur District at an appropriate level according to the policies of the Hospital Board and the WHO recommendation for Nepal.

Qualifications:

Grade 7 + 5 Increments - Basic Dental qualification

Grade 8 - Basic qualification and 4 years satisfactory performance at Level 7.

Grade 9 - Basic qualification and post graduate training in preventive dentistry, pedodontics, periodontics or other appropriate area.

Plus

3 years satisfactory performance at level 8, or equivalent elsewhere

Duties:

1. To treat both emergency and routine patient in the Dental Department of Patan Hospital.
2. To assist the Department Head in ensuring:
   - a smooth patient flow within the Dental Department.
   - good hygienic standards in the Dental Department.
   - adequate maintaining of equipment and supplies in the Dental Department.
   - proper ordering of new equipment and supplies in the Dental Department.
3. To provide education and training to the Dental Auxiliary personnel in the Department as required under the direction of the Department Head.
4. To assist the Department Head and the Director of Lalitpur CDHP in developing and implementing a programme of the community dental health care. This might involve:
   - developing a Dental Health Teaching Programme for CDHP staff, schools, and the general public.
   - developing visual aids for teaching.
   - oral health survey work.
   - visiting health posts and schools as required for teaching providing treatment and survey work.
   - arranging dental camps.
5. To do other duties as assigned.

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Work Traits: Willing to work hard and a desire to help and relate to people. Able to teach people of various educational backgrounds.

Job Relationships: The Dentist will relate directly with the Dental Surgeon In-charge. While working in the Community Development and Health Project, he will also relate to the Director of CDHP.

I have read the above job description and accept it as discussed with .....

Signed .....
Employee

Date .....

Signed .....
Employer

Date .....

Gossner Mission

24th Shrawan 2046

8th August 1989.

PATAN HOSPITAL
JOB DESCRIPTION

POSITION: In-service Educator

SUPERVISOR: Nursing Superintendent

JOB SUMMARY:

To develop and maintain staff competency through a planned education program for all categories and levels of staff with particular emphasis on nursing staff by planning and executing an in-service education program, that is, an on-the-job training program.

JOB DUTIES:

1. To provide orientation to new staff, particularly to nurses.
2. To plan and execute on-the-job skill training for nurses.
3. To identify the needs, plan and execute an on-going programme for continuing education for all levels of nurses.
4. To help develop skills of staff in departments other than nursing, by request and in coordination with heads of departments.
5. To liaise with other institutions, particularly the UMN Nursing Campus, in helping to co-ordinate student activities in the hospital.
6. To act as an advisor to the hospital administration in the planning process.
7. To give advice and help on in-service education to other UMN health programs as requested.
8. To do other duties as assigned.

QUALIFICATIONS:

Minimum: Basic or post-basic B.Sc. in nursing with at least 2 year's experience in a Sister or Supervisor's post.

Preferred: As above plus experience as a tutor.

LEVEL: 9

IMC 2046/4/24

Gossner Mission

MAY 1988

LABORATORY TECHNICIANS (MEDICAL TECHNOLOGISTS)

Background

UMN's involvement in community health and rural development in Nepal has led to the setting up of health centres and hospitals in a variety of locations. One such is the 100-bed Patan Hospital in the Kathmandu Valley. It has a laboratory with low level technology, and a blood bank. UMN has decided to upgrade the present laboratory service, and prepare and train national staff. Suitably qualified national staff are scarce, and must therefore be trained by competent medical technologists.

Job Description

Applicants must be prepared to undertake supervisory duties needed for the laboratory. They will be in charge of the functioning of the blood bank. They will help up grade the present laboratory, and prepare and train staff.

They will look after day to day running of the laboratory, and plan and manage its service for the hospital. They will be responsible for all the technical aspects of developing and monitoring the laboratory tests that are available at present. In-service training for all levels of laboratory staff will be their responsibility. They will be involved in coordinating and implementing hospital policies, and will also help recruit, interview and evaluate lab personnel.

They will represent the laboratory in relationship to all other departments within, and outside the hospital, and will represent the hospital management within the department.

Person Description

Applicants should have broad general laboratory experience including chemistry and hematology, and also experience in a blood bank. They will be responsible to the Chief of Medical Staff, Patan Hospital and/or the Laboratory Department Head. They should be capable of managing 12 to 13 Nepali staff and 1 to 2 expatriate staff, and training preparing the former. They will be required to help in decision making of all lab affairs in consultation with senior staff, if necessary. They will also be expected to help employ lab staff, in cases where authority has been delegated for this purpose. Expatriate laboratory personnel are also required for the 100-bed Tansen hospital, located in a mountainous region, one day's journey west of Kathmandu.

Gossner Mission

MAY 1988

NURSE ANAETHETIST

Background

UMN's involvement in Nepal's community health and rural development, led to the setting up of the 138-bed Patan Hospital in Kathmandu Valley. Expatriate medical and paramedical staff work in this hospital along with national staff, many of whom have been prepared and trained by the expatriates staffing various departments. The Nurse Anaethetist who fills this vacancy will need to work with staff of different nationalities and a variety of cultural backgrounds. They will also help to train Nepali staff. Adapatability and flexibility of approach will be called for.

Job Description

The applicant will participate in the surgical programme of the hospital as well as assisting in training Nepali Anaesthetic Technicians and will work under the supervision of the Director, of the Department of Anaesthetics. Anaesthetic services will be provided by the Nurse Anaethetist under his direction.

Duties will include:

The provision of anaesthesia to patients requiring surgery.
Organizing and attending regular on-going education meetings.
Attending pre and post operative rounds and taking regular calls.
Keeping anaesthesia equipment in order and maintaining all anaesthesia records.
Maintainence of emergency boxes, oxygen masks, generators and other equipment in the Emergency Room.

The Nurse Anaethetist will assist in the training of student nurse anaethetists. The person will be expected to maintain excellent communications with the surgeon and other physicians involved in patients' care. The Director, Department of Anaesthetics may allocate additional duties as appropriate.

Person Description

The person should have graduated from a nurse anaesthesia programme and completed six months' satisfactory work performance. They should have the ability to function independently as a nurse anaesthetist.

Gossner Mission

MAY 1988

NURSE EDUCATORS

Background

UMN is involved in the development of many rural regions of Nepal, through its community health and other development programmes, which are located in different parts of the country. It is also involved in urban based programmes, including the 138 bed Patan Hospital and the UMN Nursing Campus based in the Kathmandu Valley.

A regular supply of well trained nursing staff is required to meet the needs of the country. UMN trains Nepali nurses in a basic nursing programme. The number of such trainees is increasing and suitably qualified and experienced Nurse Educators are needed.

Job Description

Nurse Educators will be involved in teaching all aspects of the basic nursing curriculum, including supervision of practical training at the nearby Patan Hospital.

Person Description

Applicants must be fully qualified and experienced nurses with post-graduate qualifications and experience in Nursing Education. The ability to adapt to the stresses of an Asian working environment is essential.

Gossner Mission

MAY 1988

GENERAL MEDICAL PRACTITIONERS

Background

UMN is involved in the development of Health Service provision in Nepal through a variety of hospital and community health projects. These programmes are situated in a variety of loactions, ranging from urban based hospitals serving largely urban communities, to community health programmes reaching into semi-remote to remote areas. Qualified generalists are needed to help expand and improve UMN's programmes.

Job Description

Applicants must be willing to work either as part of a hospital team or as team members in priamry health care planning and management, with emphasis on in-service training and support for paramedical workers in rural areas. They must be able to carry out all-round diagnosis and treatment of a wide range of diseases. This calls for persons preferably with extra training in parasitology and infectious diseases. Some persons will be required to work in the field of pediatrics and obstetrics.

Person Description

Applicants should be qualified general medical practitioners with a broad range of experience. Generally speaking, for persons without previous experience of Asia, a minimum period of 18 months hospital based work will be necessary to give adequate orientation to Nepal before they can be considered for community health work. The ability to adapt to the stresses of an Asian working invironment is essential.

Gossner Mission

JOB - DESCRIPTION

Title : Veterinary Doctor

Programme : RDC Animal Health Improvement Programme

Responsible to : AHIP Section Leader

Areas of Work :

1. Training: He will be involved in the training of volunteer farmers, UMN rural development and community health project staff, staff of other aid projects and HMG/N (in an informal training relationship, not part of the government training structure).

   This training is both theoretical and practical, with the emphasis on the letter and he will be expected to teach both in the classroom and practically in the parts of the course related to clinical diagnosis and prevention and treatment of disease and husbandry and health related matters.

2. Follow up: He will be expected to visit trainees to encourage them in their work after they return to their homes and projects.

3. Production of teaching materials from the experience gained through teaching and follow up he will be expected to assist in the production of leaflets, posters, flashcards, filmstrips and other teaching side suitable for trainees and other farmers.

4. Investigation: He will be encouraged to engage in applied research especially in relation to common diseases and constraints on production. This will be done as time permits and coordinated with the whole work of AHIP.

5. Livestock production: He will be expected to give technical assistance to the RDC Farm Manager in the production of certain types of improved livestock on the farm. He will also be expected to be able to give advice to farmers about the suitability of improved broods to their needs and their availability within Nepal.

6. Veterinary practice: He will be expected to assist in the veterinary practice run from RDC Farm by AHIP trained men on the farm and AHIP staff. He will teach and encourage them to cope with more types of illnesses themselves and where necessary carryout treatments and diagnoses they cannot cope with alone.

Working relationship: A livestock technician is employed by AHIP and will be available to work with the Veterinary Doctor or certain aspects of his work. As needed a Nepali agriculturalist or Veterinary Doctor to work alongside the expatriate Veterinary Doctor may be employed.

AC/nha
30/12/'83

Gossner Mission

Agricultural Consultant

Post Name: *Horticulture Agronomy Support Programme (HASP) Section Leader*
Filled by: *open*

Background

Within the Rural Development work of UMN, the Horticulture Agronomy Support Programme (HASP) provides technical support to RD programmes from a base located at the Rural Development Centre (RDC) in Pokhara and a farm based in Tansen (This may be broadened to providing technical support to a wider range of institutions in Nepal).

Job description

Applicants will work within the RDC team structure, being in charge of only one of the five RDC technical services so cooperation/communication skills are required. Major focus within the programme will be in the training sector, both at Tansen and within RD project locations. Programme planning, implantation, monitoring, and evaluation skills will be necessary. Applicant will have overall supervision of HASP staff. Programme emphasis is on local resource sustainable agriculture, not an external inputs basis.

Person description

Applicants should be a qualified horticulturist or agronomist, preferably with previous development agriculture experience. Communication skills are required as there will be extensive RD project and farmer contacts. With the training emphasis realize that this is not a teacher/student relationship, but a facilitator relationship where Nepali staff and farmers have major input. The ability to adapt to the stresses of the Asian working environment is stressed.

SGF
5/89

jd-hasp.sl

Gossner Mission

MAY 1988

AGRICULTURE INSTRUCTOR
(for Karnali Technical School, Jumla)

Background

The north west of Nepal is one of the most remote and underdeveloped parts of Nepal. His Majesty's Government of Nepal has in the past been trying to facilitate development in this part of Nepal through their offices staffed largely with people from outside the area. This has only had limited success because many government employees from the more developed part of the country are not willing to work in remote places like Karnali, or at least not to stay very long. Considerable difficulty is experienced by these outsiders because of the lack of infrastructure; lack of appropriate trained technical level workers and other problems inherent in this sort of remote area such as isolation, different dialect, different food, etc.

With the above in mind HMG-N and UMN in cooperation have since 1980 been building and running a technical school in Jumla that draws students from the 8 surrounding districts and gives them a practical technical training in either: agriculture, construction or health. Students enter into Karnali Technical School (KTS) with at least a grade 7 pass, and study in one of the 3 departments for 3 years, followed by a year of on the job training in a related government office. After these 4 years of study the students graduate and are qualified to apply for government service, or to work in the private sector.

Job Description

Applicant's duties will include:

Working in KTS and being responsible to the co-head of the agriculture department, and the principal.
Teaching both classroon and practical lessons to the students.
Seeking to pass on skills to Nepali colleagues.
Helping in curriculum and materials development where appropriate.
Helping in farm management as delegated by the co-head of the department.
Assisting in other areas of School life as asked.

Person Description

The instructor we are seeking should preferably have experience in the developing world. A diploma level of training would be desirable, praticularly if practical training or experience in this field has been gained. Previous teaching experience would be an asset but not a must. The person must be able to communicate well and be willing to train others. This position calls for someone who can cope in a remote area, who is willing to go on a number of field trips to the surrounding area and who is flexible in their working times.

Gossner Mission

Post for the sociologist / economist

60

JOBDESCRIPTION

Title:	Technical Writer/Researcher
Grade:	9
Location:	Pokhara
Qualifications/experience:	-experience in research/evaluation -appropriate educational background training, or equivalent intellectual ability. E.g. Masters Degree or higher, in sociology, agricultural economics or relevant fields. -able to train,supervise staff -able to work independently -able to take initiatives -good walking ability
Responsible to:	RDC Director
Area's of work:	1.technical writing, report writing, editing and related activities. 2.planning/conducting surveys, evaluations and/or other socio-economic research. 3.analyzing/compiling of data 4.keeping informed on relevant matters. 5.other tasks,apart from those specific mentioned, assigned by the Director.
Specific duties and responsibilities:	1 a.Assist RDC programs and clients in preparing and/or publishing reports surveys and other written communications. b.Compose, write, and/or edit reports, publications and other communications in close cooperation with RDC programs and clients 2 a.Plan, together with RDC programs and clients if appropriate, baseline surveys, evaluations, and/or socio-economic research and related work. b.Coordinate the fieldwork for the fieldstudies to be done. c.Recruit, train and supervise any (temporary) junior staff needed to execute the research /studies /evaluations.

Gossner Mission

3 a. Compile the obtained data
b. Analyze and interpret the data obtained from the research / study / evaluation.

4 a. Be knowledgeable of general social, economic, political, cultural and geographical facts about Nepal.
b. Keep informed of research and evaluations techniques.

Relationships/authorities:

A. The Technical Writer/Researcher reports directly to the RDC Director on all matters.

B. The Technical Writer/Researcher should represent the whole RDC team in a good manner.

WvD/6/12/88

Gossner Mission

FORESTER JOB DESCRIPTION

Main Purpose

Foresters are recruited primarily to work in projects which have a teamwork approach to community needs. This means that the projects may also have health work, agricultural work, irrigation work, non-formal eduction work, etc, going on at the same time. The forester will be working to serve as part of this team of people who are committed to meeting the needs of villagers (usually farmers). Some foresters, especially those with experience, may be assigned to the Rural Development Centre where they will work as consultants and advisors to UMN projects on forestry matters.

Local conditions and team size, will vary from place to place; but in general the work is hard, involving tramping over hills, a simple diet, little or no transport facilities and simple housing, possibly with no running water or electricity. Some situations will be easier, but each candidate needs to be ready for an assignment in primitive conditions. In addition to this, small team size in some areas means that a person must sometimes be able to supervise the work of several components in addition to forestry. For example, the forester in a small, remote team may be responsible also for supervising agricultural work, using the advice of consultants who would visit occasionally.

Principle Duties

Duties may include planning, budgeting, field implementation, training on nursery establishment, and non-formal motivation and education of villagers to select, plant, protect and manage the use of either community or individually owned plantings. This will vary according to project needs and objectives.

The scope of UMN involvement at present is not so much afforestation, but rather private tree planting and assistance in establishing nurseries. We also enable local farmers to receive training, either by organising training courses locally, or by sending them to other forestry projects (for example the Nepal Australian Forestry Project which has trained people and then provided seeds). UMN is also beginning to work in agroforestry (especially with fodder and fruit trees) and is looking at opportunities involving watershed management. Help is needed to plan, organise and implement such programmes.

Principle Relationships

Foresters will mainly relate to villagers and become a part of their struggle in an ecologically hostile environment. Most important is the attitude of involvement as a resource person, motivator, educator, student, and friend. The emphasis is not only on the academic qualifications, but also on experienced people putting their knowledge to work in different situations; seeking to communicate ideas and sharing skills, either by word or by demonstration.

There are also relationships with Government forestry officials and development officers at various levels.

Significant Authorities

Foresters will be responsible for overseeing the work of some project staff.

Foresters will be responsible to their project directors and to the Rural Development Secretary of UMN.

PQ

March 1987

Gossner Mission

JOB DESCRIPTION - QUANTITY SURVEYOR

1.0 He is responsible to the Project Manager and ultimately to the General Manager but works in close cooperation with the site Business Manager.

2.0 At site, he has authority over staff directly assigned to him, but in conjunction with the civil site staff.

3.0 His function is to prepare monthly statements of expenditure and present monthly bills to the client. In addition he will monitor any ordered variations to the work and in conjunction with site staff submit claims to the client for additional payment. His responsibilities include (but are not necessarily limited to) the following:

3.1 CONSTRUCTION - SITE ACTIVITIES

3.1.1 Prepare, in accordance with the Bills of Quantity and Variation Orders, monthly bills to the client. these to be presented for payment by the first day of the following month.

3.1.2 For additional work ordered by the client (ordered variations) to prepare rates and prices.

3.1.3 To prepare claims for additional payment or extensions of time in the event of late release of information, or drawings.

3.1.4 To re-negotiate rates, as and when necessary, for carrying out work, if there are major changes to the sequence of work on quantities.

3.1.5 For any work, not covered by an ordered variation, but addition work ordered verbally, to prepare written confirmation of that instruction.

3.1.6 To assist each Site Incharge or Site Engineer in preparing a budget for the future accounting period.

3.1.7 To prepare, on a monthly basis, summaries of actual expenditure against budget and notify the Project Manager of major discrepancies.

3.1.8 To prepare, in conjunction with the Site Business Manager, regular cash flow forecasts for the Project in accordance with the approved programme.

3.1.9 For any "daywork" or "cost plus" work, to prepare in conjunction with respective site, records, collect vouchers and submit a full statement for payment.

3.1.10 To be responsible for, in conjunction with relevant staff, all primary Land Survey work.

3.1.11 To establish, or cause to be established, an overall control survey for the project and assist individual sites with Land Surveying as may be necessary.

3.1.12 To keep, in conjunction with relevant staff, all land surveying equipment, for the useage of the various sites.

3.1.13 To set up, routines for the regular checking and recording of the

Gossner Mission

accuracy of individual pieces of surveying equipment. To arrange for equipment to be servicised if and when necessary.

3.2 PERSONNEL RELATED ACTIVITIES

3.2.1 To assign duties to all the workers and coordinate activities between workers in his section.

3.2.2 To prepare (or cause to be prepared) the attendance cards of all his workers and ensure they are submitted to the correct department for payment to the workers.

3.2.3 To ensure the safety and welfare of all his workers in his section and enforce, or cause to be enforced, all safety welfare and other company regulations.

3.2.4 To resolve all personnel problems ~~on his construction site~~ amongst his staff.

3.2.5 To initiate personnel action, such as promotions, transfers, discharges and to carry out any disciplinary action as may be necessary.

3.2.6 To initiate, plan and execute training of all his subordinate staff.

3.3 GENERAL

3.3.1 To draw up standard procedures for company wide adoption, in connection with expenditure monitoring, budgets, costs, billing and submitting claims.

3.3.2 To fulfill any other specific duty, as may be assigned to him, by the Project Manger or other senior staff members.

AB/kk/04-05-1989

Gossner Mission

INDUSTRIAL TRAINING CONSULTANT

The Industrial Training Consultant will relate to the Butwal Technical Institute (BTI).

BTI has been established to give on-the-job training in industrial skills. A key phrase describing the operation of BTI and its related companies is "production-cum-training". The bulk of the time that trainees spend with BTI is spent working in industries, alongside skilled workers. They learn their skills in a workshop facing the needs of earning its keep, and so learn to work under the constraints that this imposes, rather than in an ivory tower training workshop.

His major areas of activities should include the following:

1. to evaluate the apprenticeship training programme of BTI
2. to work on improvements and new developments in BTI's training programme including Foremans' Training.
3. to develop a general course for instructors training programme
4. to conduct such instructors training courses to various groups
5. to serve as consultant to related organizations in identifying their training needs and designing appropriate training systems
6. to train a Nepali counterpart(s) while working in these areas of activities.
7. to train develop relationships with industries involved in training.

JD-BTI.WP

August 3, 1989

Gossner Mission

EIDB JOB/PERSON DESCRIPTIONS

DEVELOPMENT AND CONSULTING SERVICES

1. Research and Development Workshop Programme

1.1. General Description

The R & D Programme centres on a small workshop, and the goal is to develop machinery and equipment which will be of use to farmers, or to small rural industries.

Current projects include several pieces of equipment, some already at an advanced stage, others are just ideas. Some of them are listed here with some comments:

Hydraulic Ram Pump - development nearly finished
Manual Operated Vibrating Table- development 50% done
Manual Operated Rice Huller- some work done on this
General Rice Hulling Research- much work done but no satisfactory results yet
General Oil Pressing Research- much work done but no satisfactory results yet. A new phase should be started
Pelton Turbine Research- New Project
Sawdust briquetting machine- New Project.

From time to time we get requests from UMN projects or other parties for all kinds of technical advice from how to mend a broken machine to how to dry cardamom.

1.2. Positions

i) Mechanical Engineer (status - filled)

Qualified to degree level or equivalent with a good practical background. Preferably some experience in the development of machinery. Agricultural experience is an advantage but not essential. The job involves designing and developing mechanical equipment for e.g. grain processing, water pumping, small industrial development or rural industries. The job may involve field trips. If the person is suitable, he could also be the programme coordinator. Hopefully there would be considerable time left for work as a R & D engineer. In this capacity he would take full responsibility for one or two items of equipment and see them through from concept, to design and manufacture of prototype, and field testing.

July 31, 1989

JD-DCS.WP

Gossner Mission

EIDB JOB/PERSON DESCRIPTIONS

NEPAL HYDRO AND ELECTRIC/BUTWAL ENGINEERING WORKS

1. General Background

Nepal Hydro and Electric Pvt. Ltd. (NHE) and Butwal Engineering Works Pvt. Ltd. (BEW) are two closely interlinked engineering workshops. They have been established by UMN in partnership with His Majesty's Government of Nepal and 2 Norwegian turbine manufacturing companies. They are closely linked with Butwal Technical Institute, an apprenticeship training centre which was established in 1963.

BEW is a general engineering workshop with machine and welding shops. They manufacture suspension bridges, small water turbines and other general items.

Nepal Hydro and Electric Private Limited (NHE) has been set up to provide a manufacturing and installation facility for water turbines and associated equipment in the 1-10 MW range. Since its establishment in 1986, NHE is starting to introduce new technology in Nepal under license by importing second-hand turbines and reconditioning them. NHE also manufactures and sells transmission towers and other equipment for hydropower development. The NHE work-shop is small scale and uses simple technology.

August 9, 1988

JD-NHE.WP

Gossner Mission

EIDB JOB/PERSON DESCRIPTIONS

HIMAL HYDRO

1. Background

Himal Hydro and General Construction Co. (P) Ltd. is 70 % owned by the United Mission to Nepal and 30 % by His Majesty's Government, Ministry of Water Resources.

Its primary work involves the construction of small hydro-electric plant in the hills of Nepal, ranging in scale from 100 kilowatts to 10,000 kilowatts. It has a particular expertise in tunneling and the only Nepali company having such experience.

Currently the company is building the 5000 kilowatt Andhikhola Project financed by the Norwegian Government, a 2000 kilowatt Tatopani Project financed by Asian Development Bank and the construction of 5 adits (tunnels) for geological investigation of the Karnali River Dam Project.

The company employs between 500 and 600 people. The expatriate missionary component being 10.

2. Job Descriptions

2.1. Industrial Accountant

The company in this last Nepali calendar year 2043/44 had an income of 13,775,000 rupees or about 640,000 us dollars. This is substantial business by Nepali standards.

The applicant would be required to come in and review current accounting methods both at site and head office with a view to bringing in a less paper intensive procedure, yet produce monthly figures from which management can manage. A complete overhaul of the system may be required. An internal audit should be done twice per year.

Applicant may have to take over the accounting office while the senior Nepali accountant is sent away for further training.

Experience as a hands-on accountant in the construction industry would be a substantial asset.

October 24, 1988

JD-HH.WP

Gossner Mission

MAY 1988

WATER SYSTEM ENGINEERS

Background

UMN is involved in the development of rural communities in Nepal through a number of community health and rural development programmes. In all of these situations the provision of clean drinking water to the villages is seen as a high priority both to the villagers and to UMN. Most systems are gravity fed, and involve the location of a suitable source, which may be several kilometers away. In some cases hydraulic ram pumps are installed so as to be able to utilize a source located some distance below the village.

A Water Systems Consultancy programme has been established as a part of the UMN Rural Development Centre to provide support for drinking water system construction in such projects. This programme will help by doing surveys, making designs, advising on maintenance and rehabilitation of systems, etc. A large part of the work is also to provide training to project staff.

Job Description

Engineers in the Water Systems Consulatancy Programme will be responsible for the design and construction of such water systems. This involves simple surveying and planning the layout of the scheme. Construction is with polythene pipe. There is also a significant training component with project staff.

The job also involves consultation with villagers in project areas in discussions about the design of schemes.

Person Description

Engineers are required for such positions with a practical knowledge of construction techniques, and also of simple surveying methods. A significant part of the job is concerned with the motivation of villagers, and it is essential to have good language skills and to be able to relate well to villagers. It is also important to be able to relate well with project staff and to teach them. Although the job is located in Pokhara, (central Nepal) it will involve a significant amount of time spent in travelling to other UMN projects.

Gossner Mission

EIDB JOB/PERSON DESCRIPTIONS

DEVELOPMENT AND CONSULTING SERVICES

1. Design Office

1.1. General Description

The DCS Design Office is a consultancy office offering designs and other advice in the area of building construction work. Buildings vary from houses to assembly halls, student hostels to canteens and are usually single or two storey only. It was set up to serve the needs of UMN projects in different parts of Nepal and gives priority to this work, but if there is enough manpower, it can also offer its services to outside parties. All services are charged for.

The D.O. usually has 3 to 4 senior staff, either engineers, architects, surveyors. or building supervisors. These people are often expatriate but could be Nepali. There are also usually 2 to 3 Nepali staff (draftsmen level) and 2 to 3 Nepali trainees.

The co-ordinators job will be partly administrative (supervising the office), partly promotional (getting new jobs and providing a link between UMN building projects), and partly technical (perhaps 50 %).

1.2. Posts

1.2.1. Architect or Experienced Builder (status - vacant)

We are looking for someone with a good knowledge of building work who is able to advise customers in the planning stage and work on the detailed designs using assistance from engineers as required. A qualified architect would be ideal but also an experienced builder with a good eye for detail could probably manage this job very well as usually the buildings involved are not very large or complicated.

Generally he will not be supervising building work but will be as a consultant to those who are supervising building work. He therefore must be able to interpret the clients wishes and be able to offer design proposals and construction recommendations.

He will be expected to help in teaching Nepali trainees (an apprenticeship training course to tradesman level). He may have to travel from time to time to clients in other parts of Nepal.

July 31, 1989

JD-DCS.WF

Gossner Mission

JOB DESCRIPTION

Title - Co-Head of Health Department

Place - Karnali Technical School, Jumla

Background

The north west of Nepal is one of the remote and underdeveloped parts of Nepal. HMG of Nepal has in the past been trying to facilitate development in this part of Nepal through their offices staffed largely with people from outside the area. This has only had limited success because many government employees from the more developed part of the country are not willing to work in remote places like Karnali, or at least not stay very long. Considerable difficulty is experienced by these outsiders because of the lack of infrastructure; lack of appropriately trained technical level workers and other problems inherent in this sort of remote area such as: isolation, different dialect, different food, etc.

With the above in mind HMG-N and UMN in cooperation have since 1980 been building and running a technical school in Jumla that draws students from the 8 surrounding districts and gives them a practical technical training in either: agriculture, construction or health. Students enter into Karnali Technical School (KTS) with at least a grade 7 pass, and study in one of the 3 departments for 3 years, followed by a year of on the job training in a related government office. After these 4 years of study the students graduate and are qualified to apply for government service, or to work in the private sector.

Responsible to:

The Principal, KTS (Nepali) and relates to Co-Principal (UMN).

Responsibilities:

1) To work on curriculum development and materials development in the Health Department of KTS.
2) Make yearly plans for the Health Department Programme.
3) To plan and be responsible for implementing and monitoring any health extension work related to the KTS teaching programme.
4) To teach a minimum of 4 hours classroom or 6 hours practical lessons per week.
5) To supervise the follow up of on-the-job (4th year) health students working in out-lying areas.
6) To develop a hygeine programme for the ongoing boarding life of KTS under the supervision of the Health Trade Department.
7) To plan and implement short courses for village health workers or courses conducted under contracts for third parties.
8) To advise in selecting courses for further training of staff.
9) To assist, as appropriate, in other areas of school life. eg. carry out the normal duties as a staff member of a boarding school family.

Notes:

1) Refer No.1 above - work has already been done and student manuals prepared, but revision is needed.
2) Refer No.3 above. At present, in order to contain the size of the project, all extension work has been limited to what is directly relevant to the teaching programme of KTS. So the Co-Heads of Departments are responsible for the coordination of any such extension work.
3) Refer No.4 above. Practical lessons will include relating to the local HMG hospital, family planning office, mother and child clinic etc.
4) Refer No.5 above. In the 4th year of their course, students work, preferably in their own home districts, in health posts or other HMG jobs. It is important to keep in touch with them as much as possible, to see how they are getting on and relating to the community. The Co-Head of Department would not necessarily do the actual field work, but would need to supervise the overall programme.

Gossner Mission

JOB DESCRIPTION

May 1989

Instructor Construction Trade KTS (expatriate).

Report to: Head of Construction Dept. (Nepali)

Supervises : Any Assistant Construction Trade Instructor or other staff delegated to him.

Supported by : KTS Principal for work matters. UMN Project Director for domestic matters and sorting out any problems.

Job Summary: To practice and thus demonstrate and encourage other staff in good teaching methods. To impart appropriate skills to students according to KTS curriculum. Participate in general school activities.

Responsibility	Objective
1. Instruct or Supervise students	1.1 Teach students Construction Trade subjects and take a share of covering for absent teachers.
	1.2 Supervise the practical training of students while they are undertaking work inside the school premises or for any agency in the local area. (1.1+1.2 could be up to a minimum of 15 hours per week.)
	1.3 Participate in student field trips.
	1.4 Take share of normal instructors general duties outside normal teaching hours.
2. Recruitment	2.1 Assist in the recruitment of new students, if necessary.
3. Miscellaneous	3.1 Perform other duties as requested by the Head of Construction Dept. in consultation with KTS Principal and UMN Project Director.

N.B. 1. Expatriates are expected to work similar hours to their Nepali Colleagues.

2. Qualification required. Tradesman preferably in building or woodwork or both at the present time. This could change as Nepali staff change. Teacher training or experience is a plus.

Gossner Mission

JOB DESCRIPTION May 1989

Advisor to Head of Construction Dept. KTS (Expatriate)

Reports to : KTS Principal

Supervises: No one

Supported by: UMN Project Director for domestic matters and sorting out any problems.

Job Summary : To advise, assist and support the Nepali Head of Construction Dept. in the administration of the department; training of staff on-the-job; and in the undertaking of outside work taken on to give students practical experience. Materials Development.

Responsibility	Objectives
1. Be an advisor for the Nepali Head of Cons. Dept. training.	1.1 Advise with matters such as planning of weekly and yearly teaching programmes. 1.2 Help with budgeting for the dept., including equipment. 1.3 Help develop any paperwork or other systems needed. 1.4 Help ensure school maintenance is undertaken as per schedule and needs, and to give practical training to students. 1.5 Look for suitable jobs, especially community development activities, that students can undertake for practical learning experience in the local area. 1.6 Assist in the recruitment of new students if necessary. 1.7 Teach up to 6 hrs. per work and take a share of covering for absent teachers. 1.8 Helping locating work opportunities planning and evaluating students doing on-the-job
2. Improve effectiveness of teaching staff.	2.1 Be prepared to offer assistance, advice and training to KTS. Construction Dept. Staff.
3. Materials Development (Lesson Plans, instructor guides, students reference materials).	3.1 Prepare students and instructors written materials in conjuction with CTEVT and other trade schools. 3.2 Review and revise written materials when this is called for.
4. Miscellaneous	4.1 Perform other duties as requested by the Principal in consultation with UMN Project Director.

N.B. 1. Expatriates are expected to work similar hours to their Nepali colleagues.

2. Qualification required. Must be a qualified teacher of some aspect(s) of the construction trade as taught in KTS.

UM-DRAF

Gossner Mission

JOB DESCRIPTION: MODERN LANGUAGES TUTOR FOR KISC

Background

The Kathmandu International Study Centre (KISC) is a joint support project of UMN and a sister mission, the International Nepal Fellowship (INF). It opened in January 1987 to cater for the educational needs of secondary-age missionary children (11-18 years) and fulfils a vital role in enabling missionary families with older children to stay longer on the field. KISC is a resource/learning centre at which students study through individualised self-study systems from their home country but also join together for many corporate activities. The Centre aims to provide an education of a comparable standard with, and covering the same range of subjects as in each student's own country. The language of communication within the Centre is English but students may study in their own language.

Job Description

An experienced secondary teacher is needed to undertake the following duties:

1. To teach French throughout the school to GCSE (General Certificate of Secondary Education) level.
2. To share in the supervision of students studying in the Resource Centre.
3. To take special responsibility for the overall progress and well-being of some of the students on an individual basis.
4. To develop individualised self-study material in cor-topics which takes advantage of the students unique learning environment.
5. To take part in extra-curricular activities and to give occasional assistance with the care of the boarders.
6. Ability to teach German and/or Sport would be an advangage.

Note

A tutor is needed to help Dutch-speaking students with their basic course work. A Dutch tutor who could also teach French to the required standard would be most welcome.

Person Description.

Appropriate training and experience for the above job are essential. The tutor must be fluent in English, willing to be flexible in the work situation and able to work well in a small team. He/she must also be sensitive to the needs of students from a wide variety of nationalities, ages and cultural backgrounds. He/she should be committed to the Christian principles of KISC and in sympathy with the aims of UMN and INF.

Needed: Immediately

Gossner Mission

MAY 1988

PRIMARY TUTORIAL TEACHERS

Background

Tutorial groups have been set up in some UMN projects to cater for the educational needs of primary-aged (5 to 11 years) mission children. They are run by local Management Committees. The groups are mainly located in rural projects, so living is simple. Numbers in the groups vary from 4 to 12 children approximately, of different ages, nationalities and cultural backgrounds. Some groups use correspondence material; others prepare their own curriculum. Basic text books are normally obtained from overseas, but supplemented with locally-bought material.

It is also hoped to establish a group in the capital city Kathmandu, which is likely to serve mainly American children. This will have to be set up completely from scratch and competence to do so will be essential for the person appointed.

Job Description

The Tutorial Teachers for Kathmandu will have to establish the projected group from the begining, while the other groups are already functioning in rural localities. They will have to take full or shared responsibility in the education in basic skills to the lower primary level (5 to 7 years), and in some cases up to the 11 year group. The persons will be fully or in part responsible for the general administration of the groups. They will have to order and/or purchase books and equipment, locally or from overseas Checking the work of local staff, like sweeper, gardener etc. will also be their responsibility. In addition, they will have to arrange for the repair and maintenance of school premises, through appropriate project personnel. They will report to the local Management Committee and the UMN Education Secretary.

Person Description

Primary school teacher training and experience are essential. Working and living conditions in rural areas are basic. Since the groups are comprised of children of different ages, nationalities and cultural backgrounds, a flexible approach is necessary.

The job is challenging, rewarding, and calls for adaptability, patience and a sense of humour! A minimum two-year commitment to the job is necessary.

Gossner Mission

May 1988.

JOB DESCRIPTION: GRAPHIC ARTIST.

Background.

A graphic artist is needed to work in Development Communication Productions (DCP), which is a Kathmandu-based programme of UMN's sister mission, the International Nepal Fellowship (INF). DCP produces multi-media communication materials to support the programmes of both missions - booklets, posters, flash cards, videos, slide sets, etc. The team includes both expatriates and Nepalis, working in two main sections - Audio-visuals and Graphics.

Job description.

The person concerned should be trained in Graphic Design with experience in illustration, layout and screen printing. Some administrative experience would also be an advantage. He/she will be required to organise the work of a small department, occasionally give on-the-job training to Nepali staff as necessary, as well as being involved in the design and production of graphic materials. Previous commercial experience would be useful.

Person description.

The person concerned must be adaptable, a communicator, and aware of the needs of the projects and programmes of UMN/INF. He/she must be able to work well in a small international team, and be sensitive to the customs and culture of the country, which need to be expressed in the kind of materials that are produced.

Gossner Mission

MAY 1988

BUSINESS MANAGERS/ACCOUNTANTS

Background

UMN is involved in the development, of both urban and rural communities in Nepal through a number of community health and rural educational, agricultural and industrial programmes. These programmes are situated in urban and semi-remote to remote areas. UMN has its headquarters in the capital city Kathmandu. Business Manager/Accountants are required for some of these programmes.

Tasks will vary depending on the nature of the project, but in all projects there will be a need for prompt and efficient maintenance of accounts, planning and budgeting. In some cases, co-ordination with the headquarters Treasurer's office and some other departments/member organizations also will be called for.

Job Description

Business Manager/Accountants will be responsible for establishing and operating financial accounts in accordance with guidelines established by the UMN Treasurer's office, including preparation and distribution of monthly and annual financial statements, and annual programme budgets, operation of bank accounts, monthly reconciliation, collection and accounting for fees, making payments, internal audits twice yearly, and control of expenditures by a standard procedure to approve payments.

They will also manage staff under their supervision, and manage/maintain buildings and equipment. Management of personnel will involve recommending to the Project Director, appointment, promotion, and/or dismissal of Nepali staff, interpreting and applying employment policies, training other business office personnel, and interpreting UMN Committee actions.

They will maintain and manage property, by supervising the stores purchases and inventory, giving overall direction to workshops, negotiating and signing lease agreements for housing, collecting and paying rents, arranging for necessary maintenance and repairs on housing, and keeping an up to date inventory of all housing furniture and equipment. They will be members of the Project Management Committee, and the local Area Housing Committee, besides chairing the Provident and Revolving Fund Loan Committee. They will perform such other duties as negotiated with the Project director.

Person Description

The persons should have suitable qualification to degree level or equivalent in accountancy, and practical experience. They should be able to organize and train others, and to communicate in an effective way. In some cases, they will need to cope in remote/semi-remote areas. In all cases, a good business head, with a planning and budgeting strengths will be major criterion, along with flexibility and the ability to adapt to an Asian environment, as appropriate. Skills in dealing with employee queries, grievances and problems over pay and employment terms will also be necessary in most locations.

Gossner Mission

Gerold Müller

Buchenstraße 10
2815 Langwedel
Telefon 04232/1822

2/36

Eingegangen
18. Mai 1989
Erledigt:.....

GOSSNER MISSION
Hanjerystraße 19-20
1000 BERLIN 41

14. Mai 1989

Lieber Herr Dr. Schwedler,
ich möchte Ihnen heute nur kurz unsere Anschrift in Nepal mitteilen.
Bitte entschuldigen Sie die wenigen Zeilen, wir sind aber in den letzten Tagen zu sehr in Eile und soviel muß noch erledigt werden. Wir melden uns von Nepal und würden uns sehr freuen, wenn Sie oder Ihre Frau in Nepal sind, wenn Sie uns besuchen würden. Wir haben ein großes Haus mit viel Platz, auch zum Übernachten.
Hier nun unsere neue Anschrift:
Gerold Müller
Bagmati Watershed Project
P.O.Box 730
KATHMANDU
NEPAL
Tel. privat 00977-1-521764

Mit freundlichen Grüßen

Gerold Müller

Gossner Mission

Eingegangen
30. Nov. 1988
Erledigt: 21.2.85

Evangelisch-methodistische Kirche

EmK-Weltmission · Neckarstraße 20 · D-6053 Obertshausen 2

Gossner Mission
Herrn Dr. Hans Uve Schwedler
Handjerystr. 19-20
1000 Berlin 41

EmK-Weltmission

Missionssekretär:
Pastor Bodo Schwabe
Neckarstraße 20
D-6053 Obertshausen 2
West Germany
Tel. 06104/79497

Datum:
29. November 1988

Bewerbung Gerold und Ingrid Müller, Einsatz in Nepal

Sehr geehrter Herr Dr. Schwedler,

heute komme ich nochmals auf die Bewerbung von Ehepaar Müller zurück. Wir sind am vergangenen Wochenende, nachdem es so ausgesehen hatte, als könnten wir - mit finanzieller Unterstützung durch das General Board of Global Ministries der United Methodist Church (GBOGM) - zu einem Vertragsabschluß kommen, leider doch an einer Finanzfrage gescheitert. Ich möchte Sie heute vom Stand der Dinge informieren, damit ein Einsatz von Ehepaar Müller evtl. doch noch zustande kommt.

Unsere Gespräche mit dem GBOGM hatten dahin geführt, daß man sich dort zu einer Mitfinanzierung des Einsatzes gern bereitgefunden hatte. Das GBOGM zeigte erhebliches Interesse daran, der Anforderung der UMN zu entsprechen, wollte aber aus naheliegenden administrativen Gründen lieber eine Aussendung durch eine deutsche Organisation ermöglichen. Unser Vorhaben scheiterte letztlich wieder an den Finanzen, obwohl die erforderlichen Mittel bereitstanden: Bei einer Aussendung fürch die EmK-Weltmission kann selbstverständlich auch nur unsere Gehaltsordnung zur Anwendung kommen. Die liegt jedoch offenbar deutlich niedriger, als die Gehaltsordnung der Gossner Mission. Ehepaar Müller hatte mir bereits mitgeteilt, daß sie einen Vertrag nur abschließen könnten, wenn es unsererseits noch ein Entgegenkommen gäbe. Das erwies sich jedoch bei unserer Sitzung am Wochenende als nicht möglich.

Um das GBOGM - bzw. Sie zu ermutigen, dennoch einen Vertragsabschluß mit Ehepaar Müller anzustreben, haben wir folgende zwei Beschlüsse gefaßt:
- Die EmK-Weltmission empfiehlt Ehepaar Müller dem GBOGM, bzw. der Gossner Mission, zur Anstellung in Nepal.
- Die EmK-Weltmission ist bereit, sich im Falle eines Einsatzes von Ehepaar Müller in Nepal finanziell an den Kosten zu beteiligen.

Mit gleicher Post habe ich das GBOGM über diesen Sachverhalt informiert. Ich würde mich freuen, wenn doch noch eine Lösung gefunden werden kann und warte nun auf die Reaktionen des GBOGM und aus Ihrem Hause.

Mit freundlichem Gruß,

Ihr

Bodo Schwabe

cc: Ehel. G.&I.Müller

Gossner Mission

Familie
Müller
Buchenstraße 10

2815 Langwedel

25.2.1989

Liebe Familie Müller,

heute muß ich Ihnen leider endgültig mitteilen, daß für die Gossner Mission ein Einsatz in Nepal nicht in Frage kommt. Ich hatte Ihnen ja schon im vergangenen Jahr geschrieben, daß der Nepalausschuß den Einsatz in Jimrokh (oder einem vergleichbaren Projekt) ablehnend gegenüber steht. Doch war uns damals von der UMN der Einsatzort noch nicht definitiv mitgeteilt worden. Inzwischen liegt uns eine solche definitive Aussage vor. Es tut mir sehr leid, Ihnen keine bessere Mitteilung machen zu können. Aber die Entscheidung hatte sich ja schon bereits vor Monaten angedeutet.

Ich kann mir sehr gut vorstellen, daß das viele Hin und Her und das Warten im vergangenen Jahr für Sie sehr belastend gewesen ist. Und das tut mir besonders leid.

Ich verbleibe mit ganz herzlichen Grüßen
Ihr

Hanns-Uve Schwedler

Gossner Mission

EmK-Weltmission
z.Hd. Herrn Bodo Schwabe
Neckarstraße 20

6053 Obertshausen 2

22.2.1989

Betr.: Bewerbung von Familie Müller, Einsatz in Nepal

Sehr geehrter Herr Schwabe,

ich komme zurück auf Ihr Schreiben vom 29. November vergangenen Jahres. Für die Gossner Mission kommt eine Anstellung des Ehepaars Müller nicht mehr in Frage. Bereits im vergangenen Jahr hatten wir von der UMN die Auskunft erhalten, daß Herr Müller wahrscheinlich im Elektrifizierungsprojekt Jimrokh eingesetzt werden würde. Für dieses Projekt hat unser Nepalausschuß die Aussendung abgelehnt. Die Tätigkeit in einem Elektrifizierungsprojekt widerspricht gänzlich unserem entwicklungspolitischen Ansatz und könnte unserem Freundeskreis auch nicht verständlich gemacht werden. Inzwischen liegt uns von der UMN die definitive Aussage vor, daß für Herrn Müller nur der Einsatz in Jimrokh oder einem vergleichbaren Projekt in Frage käme. Damit ist für uns die endgültige Entscheidung gefallen.

Es tut mir leid, nach all diesem Hin und Her und dem langwierigen Verfahren keine positive Auskunft geben zu können. Besonders für das Ehepaar Müller dürfte das langwierige Verfahren ohne endgültige Entscheidungen belastend gewesen sein. Ich hoffe daher, daß es zwischen Ihnen und dem DBOGM noch zu einer Regelung kommt.

Ich verbleibe mit freundlichen Grüßen
Ihr

Hanns-Uve Schneider

Gossner Mission

2/31/6

THE UNITED MISSION TO NEPAL

Executive Director: Mr. J. N. Barclay
Treasurer: Mr. L. Miller

Telephone : 212179, 215573, 212668.
Telex: 2315 UMNEPA
Telegrams: UMNEPAL
*Location: K-1-325 **Thapathali***
Mailing address:
POST BOX 126
KATHMANDU, NEPAL

Eingegangen
23. März 1989
Erledigt:.....

To: All Sending Bodies and UMN Appointees on Home Leave

Date: March 10, 1989

From: UMN Executive Director's Office

Re: NEW VISA REGULATIONS

Dear Colleagues,

This is to notify you (again) about the latest development on the new visa procedures introduced by HM Government of Nepal in November 1988.

It is now clear that we are to follow a much more strict Visa procedure for all UMN expatriates, and specifically that all new people have to be approved by HMGN before they can enter Nepal.

PLEASE BE AWARE OF THE FOLLOWING:

1. UMN Appointees on home leave with VALID NON-TOURIST (or Official) VISA and re-entry visa :

   They can just return to Nepal without problems.

2. People coming TO WORK WITH UMN and not having a valid NT-visa obtained in Nepal (this includes UMN APPOINTEES ON HOME LEAVE) :

   a) For new people we need to first get a full personal clearance of such people from the Govt of Nepal before we can apply for a Non Tourist visa, that permits them to come.

   b) Everyone needs to obtain a Non Tourist Visa from a Nepali Consulate or Embassy, usually valid for 30 days, on which they may enter Nepal, and which will be converted into an Official Visa (which is the new type of visa we get nowdays and which is free and comes with a free Multiple Re-entry status.)

UMN has to apply for prior acceptance of the expatriate concerned from the concerned Line Ministry and for this a very detailed Curriculum Vitae (Bio-data) will be necessary. After approval by the Line Ministry a request is then made to the Ministry of Foreign Affairs to notify the approriate Nepali Consulate/Embassy, which will issue the Non-Tourist Visa.

It is therefore very important that Appointees, planning to return/come to Nepal inform UMN Personnel Department well ahead of time (minimum 3 months) of:

- expected date of entry into Nepal
- the location of the Nepali Consulate/Embassy, planned to be used for obtaining visa.
- full passport information(Passport No, Date of Issue, Date of expiring) for all family members.
- 10 identical Passport photos - recent!

(PTO)

Gossner Mission

c/ they are not permitted to return to/enter Nepal on a tourist visa obtained either in a Consulate/Embassy or at Kathmandu airport. (There are some exeptions for locations, where it is difficult to contact a Nepali Consulate/Embassy, but they need prior clearance from Nepal).

3. Normal tourists/visitors can get a 30 days Tourist visa either at a Nepali Consulate or Embassy or a 15 days Tourist visa at Kathmandu airport, both which can later be extended.

Please, contact, Gareth Wardell, in our Personnel Department, for any queries in these matters, and please do it in as good time as possible !

Yours in His Service

J Howard Barclay
Executive Director

PS. PLEASE Note our new International Telephone No 977/1-227016

Gossner Mission

Gossner Mission

Handjerystraße 19–20
1000 Berlin 41 (Friedenau)
Fernsprecher: (0 30) 85 10 21

☐ Indien
☐ Nepal
☐ Zambia

☐ Öffentlichkeit
☐ Gemeindedienst
☐ Verwaltung

☐ Lt. Rücksprache am _____
☐ Erledigung Ihres Anrufs/ Schreibens vom _____
☐ Mit Dank zurück
☐ Zum Verbleib bei Ihnen
☐ Anruf

Mit der Bitte um
☐ Kenntnisnahme
☐ Erledigung
☐ Rücksprache
☐ Stellungnahme
☐ Abzeichnung
☐ Rückgabe

Ihre Zeichen	Ihre Nachricht vom	Unsere Zeichen	Sachbearbeiter/Hausapparat	Datum
				3.2.1989

Gossner Mission · Handjerystraße 19–20 · 1000 Berlin 41 (Friedenau)

Herrn
Dr. Michael Meyer
Pinzberger Weg 7

8500 Nürnberg 90

Sehr geehrter Herr Dr. Meyer!
Beiliegende Unterlagen senden wir Ihnen zu unserer Entlastung zurück.
Für Ihren weiteren Lebensweg wünschen wir Ihnen alles Gute.
Mit freundlichen Grüßen
im Auftrag

Karl-Otto Pohl

1 Anlagen

Gossner Mission

An die
Gossner Mission
z.Hd. Fr. Batezko-Schwedéler
Handjerystr. 19-20
1 Berlin 41

Dr.Michael Meyer
Pinzberger Weg 7
85 Nürnberg 90
Tel. 0911/343803

Eingegangen
- 3. Nov. 1988
Erledigt:.....

Nbg., 31.10.88

Betr.: Hospitation in einem med. Projekt in Nepal

Sehr geehrte Frau Batezko-Schwedler,

vielen Dank für Ihr Entgegenkommen, mir bei meinem Vorhaben, an einem "medizinischem Projekt" in Nepal zu hospitieren, behilflich zu sein.
Ich habe meine Bewerbung bzw. Lebenslauf, Approbationsurkunde und Zeugnis zur Berufsbezeichnung Internist beigefügt.
Wie telefonisch besprochen, hatte ich ja meinerseits an eine Tätigkeit auf freiwilliger bzw. unentgeldlicher Basis gedacht; Termin: Frühjahr 1989; Aufenthaltsdauer ca. 2 (bis 3) Monate.

Ich darf mich nochmals herzlich bei Ihnen bedanken und wünsche Ihnen für Ihre Reise alles Gute!

Mit besten Grüßen,

M. Meyer

Unterlagen zurück am 3.2.89

Gossner Mission

THE UNITED MISSION TO NEPAL

Executive Director : Mr. J. H. Barclay
Treasurer : Mr. L. Miller

Telephone : 212179,215573,212688
Telex : 2315 UMNEPA
Telegram : UMNEPAL
Location : K-1-325 Thapathali
Mailing address :
POST BOX 126
KATHMANDU, NEPAL

Eingegangen
-9. Dez. 1988
Erledigt:.....

30 November, 1988.

Dr Michael Meyer,
Pinzberger Weg 7
85 Nurnberg 90
West Germany

Dear Dr Meyer,

Thank you for your letter of 31 October and offer of short term service.

Under our new Health Agreement with the Ministry of Health, the United Mission is now facing visa restrictions. It is now very difficult for us to process a visa for a short term offer of service. The Ministry of Health prefers us to have long term personnel. I regret we cannot offer you a place.

I have spoken briefly with Mrs Barbel Barteczko-Schwedler of Gossner Mission and she understands the new visa position. I did suggest to her that you would be welcome to visit UMN as a tourist, not to work, but to have a look at our Health work. This may help you decide about offering for a long term.

With best wishes,

Yours sincerely,

Sue Law

(Mrs) Sue Law
Personnel Department - Short Term Section

c.c. Gossner Mission

Gossner Mission

UNITED MISSION TO NEPAL

November 86

N E P A L I N F O R M A T I O N F O R M

In addition to the sending agency's normal screening papers, the following information is requested by the UMN on all candidates being offered for service in Nepal, both husbands and wives in the case of married couples. Much of this may be included on the sending agency's screening forms, but in each section there are extra questions which apply only to Nepal and the UMN. There is no need for the completion of Section 4 if this information has already been clearly set out on the main screening papers. But we do.request that each person complete all of Sections 1, 2 and 3. We would then look to the sending agency to secure and send to us the information on medical reports and references as outlined.

1. GENERAL

a) Name: Family name.....
Christian names in full.....
Christian name normally used.....

b) Nationality.....Date of birth.....

c) Address:Present address until (date).....
.....
.....
Permanent contact address.....
.....

d) Marital status: Married/widowed/engaged/divorced/single
Dates:.....
Names and dates of birth of children (please write the month!).....
.....
.....
.....

e) Passport Number.....

f) Type of work for which you are offering in UMN.....
.....

g) When are you available to come to Nepal?.....

h) Length of time of commitment to service in UMN.....
Are you open to extending this?.....

i) Experience of people of other cultures and races.....
.....
.....
j) Reasons for application for service with the UMN.....
.....
.....

Gossner Mission

k) If you have children of school age, are they wholeheartedly in sympathy with the prospect of coming to a new culture and school system (older children possibly having to go to boarding school), and enthusiastic to enter into this?
.....

l) On page 5 are aspects of experience in the work of the UMN to which a special effort of adjustment may need to be made. Please let us have your comments, questions and response to the information and challenge of this paper "Adjustment to New Conditions in Nepal". (Detach page 5 and keep it for your own reference.)
.....
.....
.....
.....
.....

2. CHRISTIAN TESTIMONY

a) Please read the statement provided (page 4): a/ Purpose of UMN and Basis of Faith b/ Jesus Christ - the only way of salvation. Do you accept these statements? .....
.....
.....

b) Describe your motivation as a Christian for wanting to go to Nepal..
.....
.....
.....
.....
.....

c) Describe your Christian experience and development:.....
.....
.....
.....
.....
.....

d) What do you understand to be the Christian message we should share with others in Nepal, and how can we do it in this particular situation?.....
.....
.....

3. CHURCH INVOLVEMENT

The United Mission to Nepal is a Christian mission seeking workers with a clear commitment to Jesus Christ as Saviour and Lord, and a call to service in Nepal. It is a cooperative and united fellowship of Christians from many church backgrounds, and little attention is paid in the course of actual service in Nepal to the particular denominational origin of the workers. However, it is helpful to know:

a) Your Church background and membership (giving denomination)
.....
.....

Gossner Mission

b) The Church activities and other Christian service in which you have been involved:.....
.....
.....

c) UMN workers link themselves with the local Christian fellowship, in most cases a Nepali fellowship. They are encouraged to participate in the activities of the fellowship. They are not normally expected to accept positions of leadership except in an advisory capacity. We recognize that this Church is a first generation Church, and that there are certain norms of behaviour which are precious to it. We may need to be willing to make adjustments in lifestyle and personal habits which may be a stumbling block to local Christians, such as smoking and drinking, for example. Please let us have your response to these challenges:
.....
.....
.....
.....
.....
.....

4. PROFESSIONAL SKILLS

Please give details of your qualifications and courses of study done, and some detail of the subjects covered:

Course	Qualification	Dates
.....		
.....		
.....		
.....		
.....		
.....		

Details of your work experience, and how it relates to possible assignment in UMN:

Work/employment	Dates	Comments
.....		
.....		
.....		
.....		
.....		
.....		

Have you had any Bible School training? If so, give details.....
.....
.....
What languages have you learned?.....
.....
What are your hobbies?.....
.....

Gossner Mission

5. STATEMENTS

I. Extracts from UMN Constitution, April 1983:

Purpose

A. The purpose of the United Mission is to minister to the needs of the people of the Nepal in the Name and Spirit of Christ,n and to make Christ known by word and life, thereby strengthening the universal Chruch in its total ministry.

B. In doing so, it will be the purpose of the United Mission to undertake the proper care and treatment of the sick, the prevention of disesse, the education of children and adults, the development of agriculture and in dustry, and such other activities as are conductive to the fulfilment of the purposes of the United Mission.

C. It will be a fundamental principle of the United Mission to train the people of Nepal in profssional skills and in leader·ship.

Basis of Faith The United Mission to Nepal.

A. Holds the faith which the church has ever held in Jesus Christ, the Redeemer of the world, in whom people are saved by grace through faith; and in accordance with the revelation of God which He made, being Himself God incarnate, worships one God, Father, Son and Holy Spirit.

B. Accepts the Holy Scriptures of the Old Testament and New Testament as the inspired Word of God, as containing all things necessary to salvation, and as the ultimate standard of faith.

C. Accepts the creeds commonly called the Apostles and Nicene as witnessing to and guarding that faith, which is continuously confirmed in the spiritual experience of the Church of Christ.

NOTE: In adopting the foregoing basis of faith, the United recognizes that this does not fully express the doctrinal standards of the the member bodies, nor does it expect the member bodies, in accepting the brief statement of our common faith to reject any of their doctrinal beliefs. Workers will be free to observe the sacraments and other ordinances of the church in accordance with their own usages.

II. At the Board of Directors Meeting a discussion on "Universalism" took place. It was decided to ensure clarification from. candidates on this issue.

In Acts 4.12 it is stated: "Salvation is found in no one else for there is no other name under heaven, given to men by which we must be saved."

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Adjustments to New Conditions in Nepal.

The conditions of life in a foreign country, climate and culture are quite different from those in your home country, and adjustments to them require a very real effort. Workers are needed who are prepared to join with colleagues from many countries, churches and professional backgrounds. They must have attitudes of flexibility and adaptability to assignments and conditions in Nepal which are new and different, and may lead to real frustrations as well as the joys of such service. To help you prepare for these differences we have listed a number of areas where frustration most often occurs, though this list does not pretend to be all-inclusive. It helps to know in advance about some of the conditions which will probably be met, so that new experiences may be approached in an attitude of readiness for successful adjustment.

1. The UMN requires an initial period of intensive study of the Nepali language, together with a series of orientation lectures.

2. We will be working in languages other than our own. Inability to communicate can be very frustrating, and full participation in many aspects of work and social life will be limited until language difficulties are overcome. English is the language of communication within UMN; Nepali is largely used in other contacts and in our work.

3. We have to adjust to different customs, dress, diet, and living conditions which are sometimes primitive and uncomfortable; and be willing to make adjustments in life-style and personal habits which may be offensive to local culture or the local Christians.

4. Opportunities for schooling vary in different places, and often one of the main problems for families in Nepal is that of the education of children at different ages. Special effort and flexibility are needed by parents and children in this area.

5. Assignment to a particular location is made by the UMN after a worker has come to Nepal. Sometimes the assignments changes as fresh needs develop, and transfer to different locations may become necessary. There must be a readiness to serve where-ever most needed.

6. We often have to work with untrained helpers and inadequate equipment where supplies are unobtainable. Sometimes we work under Nepali leadership. Flexibility and adaptability cannot be too strongly emphasised.

7. In the fellowship of the UMN, fellow workers may be of different nationalities, degrees of education and church background. We may have different viewpoints on religious and social matters, yet can and must share in co-operation and teamwork.

8. Much of the work in the UMN is carried on with Nepali fellow workers. Some may be Christians; many are non-Christians. It is the stated purpose of the UMN "to train the people of Nepal in professional skills and leadership". This often means training a Nepali co-worker and then transferring responsibility. It may also mean working in a subordinate position, directly under the authority of Nepalis.

9. Workers in the UMN have the opportunity to join in fellowship and work with members of the Nepali church, but without taking positions of leadership in church life. Encouragement can be given by personal presence and friendship, and by occasional help in meetings and services when invited.

10. UMN workers must be prepared to be subject to the laws of Nepal, and be willing to accept the Constitution and Bye-laws of the Mission, together with policy statements of the Board of Directors. The latter includes the Purpose and Aims of the UMN, approved in April, 1981.

11. The UMN agreement with His Majesty's Government in Nepal excludes any formal or direct evangelistic activities. Accordingly, service in Nepal means learning how to witness by ministering to the needs of the people in the Name and Spirit of Christ, and by seeking to make Christ known by informal word and discussion and in practical Christian living (including 40 hour work week). "Show me that you are redeemed and I will believe in your Redeemer".

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6. REFERENCES - From the Pastor of the candidate's congregation, professional senior, Bible College Principal if applicable, and other friends.

In total to cover all the following points, and each referee to answer as much as possible;

1. How long has the referee know the candidate? In what capacity?

2. Spiritual standing -

Evidence of Christian faith and maturity
Involvement in Church life and other Christian service
penness to verbal witness of faith
Sense of calling by God to service in Nepal

3. Personal qualities -

Friendliness, openness to others in general
Attitude to people of other races
Tact, sensitivity
Perseverance, attitude to hard work
Emotional stability
Acceptance as a team worker
Leadership qualities - initiative
shouldering responsibility
good communication
punctuality
Ability to cope with stress, loneliness

4. Professional work -

Standard of professional skills, intelligence
Leadership qualities, as above
Acceptance as a team member
perseverance, attitude to hard work
Attitude to seniors / peers / juniors
Attitude to serving others
Communication abilities
Leaning to academic or practical aspects

5. General -

Main strong and weak points of character
Any special aspects which should be considered in connection with the application, included or apart from the above.

Full references given in English will accompany the NIF. For those references not in the English language, an extensive summary of the references will be prepared by the Member Body and forwarded with the Nepal Information Form.

7. MEDICAL REPORTS

A Health Assessment, introduction to psychological and psychiatric screening procedures and medical examination forms detailing UMN's criteria for medical screening are available for the sending body's medical consultant responsible for medical assessment. UMN workers are expected to bring copies of their medical reports with them to Nepal for the UMN Medical Coordinator.

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HEALTH ASSESSMENT

The purpose of the United Mission to Nepal is to minister to the needs of the people of Nepal in the Name and the Spirit of Christ, and to make Christ known by word and life, thereby strengthening the Universal Church in its total ministry.

This purpose is fulfilled by means of people (BAs) coming to live and work in this country. Other groups also minister to the needs of Nepal but with differing motivating factors and generally a greater financial base. People working within the UMN umbrella will be living and using facilities generally available for the middle class Nepali. They will have similar access to health facilities that this group has. That is health posts - these are staffed by health assistants (2 1/2 year trained medical personnel). District Hospitals which do sometimes have doctors and nurses. Regional Hospitals which have most basic hospital facilities and the larger Kathmandu Hospitals which provide a large variety of medical services but of greatly varying standards.

The UMN endeavours to ensure minimum basic health care for all personnel

by
a) Preventive assessment and routine yearly health questionnaires
b) Nurse practitioner services wherever practical
c) Access to UMN Medical Institutions or referral to appropriate Nepali services, when these services are unable to be provided within the UMN facilities.
d) When facilities within Nepal are inadequate, referral outside the country.

Preventive Assessment

There are considerable limitations on UMN's ability to provide health care in Nepal because of the terrain and distances of some projects and the limited communication and transport facilities. Working in this country does still entail considerable morbidity and occasional mortality. It is our responsibility to endeavour to prevent this.

The initial health assessment should therefore be viewed as a preventive procedure including the two aspects of prevention. Health promotion and specific protection and in certain candidates secondary prevention that is the early diagnosis and treatment of: in general minor conditions, but ones which can be aggravated by the conditions in Nepal. For example eye conditions, chest problems in particular asthma and bronchitis, allergic conditions and some minor blood disorders.

Health promotion - health is spiritual, mental, social as well as physical well being and disease evolves as the result of multiple causes affecting the interaction of the individual host, environment and the disease agent. The major changes in life style and environment involved in the move to Nepal will

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produce increased stress and increased disease susceptibility. We would understand that the process of assessment should introduce the candidate to the concepts of health in its totality and with an understanding of themselves their approach to stress and their styles of coping.

Specific protection - Immunization against infectious disease, understanding of nutrition, hygiene and and how infectious disease is spread.
- Understanding of stress, methods of coping with stress and the influence of mental health on physical health.

Secondary prevention
- Treating minor disorders which are not readily treated here. E.g. dental problems, ear and eye conditions in children.
- Training candidate to care for their own more chronic problems with an understanding of side effects of medications; in particular skin disorders, allergic problems including mild asthma.
- In the areas of response to stress discussing with the candidate methods of coping.

Tertiary prevention - Having adequate baseline information on the field to enable appropriate management of problems which may occur. This also involves some discussion with the candidate of risks of selfprescription when diagnostic and therapeutic understanding is limited.

A more detailed outline of the value of psychosocial assessment and an introductory letter for assessing personnel has also been provided.

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This memo is intended as a brief introduction to the psychological and psychiatric screening procedures:

As you know there are many stresses and strains that come with living and working in Nepal. UMN recognises that our missionaries are highly stressed people and therefore at risk of developing difficulties whether physical, psychological or spiritual. We are attempting to maintain a strong support structure for our missionaries but we are sure you would agree that anticipation and prevention is most desirable.

In seeking psychosocial information about candidates we have a number of aims in mind. Firstly we would hope that information brought to light in this process may help candidates making their preparation to come to Nepal. It may be that potential areas of difficulties once recognised can be worked on in an effort to overcome them. We would anticipate fairly few candidates being rejected on psychological or psychiatric grounds alone though this remains a possibility as some potential difficulties maybe seen as so potentially damaging to the candidate as to make acceptance unwise.

Second to develop an understanding of the normal functioning of the person in areas such as relationships, language aptitude, personality structure, coping mechanisms in stress.

Third to assess areas where the person may have had difficulty in the past which could lead to future problems.

This information will also offer us a very useful resource in the event of some difficulties arising. We will have valuable material that will assist our pastoral team as they attempt to help our missionaries who face particular difficulties.

In all these areas we would expect that the psychosocial information would be only one component of a more extensive information base. The whole process remains of course subject to God's overriding direction and control.

Having given some background to the reasons why this information is helpful to us a few comments about the type of information maybe also useful to you:

i) A psychiatric examination is aimed to exclude major psychiatric problems based on an examination of the candidate's past history, family history, personal life experiences and any current symptoms. These problems may not be immediately obvious to the lay observer and may only become apparent when the candidate is exposed to certain types of stress, however, the trained interviewer should be able to provide us this information with reasonable reliability.

   A skilled psychiatric interviewer may also gain useful subjective information about the candidate's personality, their strenghts and weaknesses. He maybe able to direct the candidate to areas that could usefully be worked on to enhance their functioning. As examination of previous

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stress experiences can also give valuable information about the coping style of the candidate and so on.

ii) Formal psychological testing will give an objective "profile" of the candidate's personality with its characteristic features. This may again help us focus on certain potential areas of difficulty.

There may be overlap between these types of examination but each one reveals its own unique contribution. Generally the psychiatric assessment will be done by a psychiatrist though in some situations an appropriately trained psychiatric social worker or clinical psychologist may well be competent to do this evaluation.

The psychological testing would normally be done by a clinical psychologist particularly trained in the administration and interpretation of such material. Both professionals will gain subjective impressions of the candidates which will be of great value.

In married candidates a joint interview and contact with any children is essential in an attempt to involve them in this whole preventative process.

We trust this brief introduction may assist you and your candidates in what we hope will not be an arduous or negative experience. We pray that God may use this process for the building up of His people and for the well being of His mission as a whole.

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Dear Doctor/Sir,

Many thanks for seeing (insert name of candidate), he/she is a candidate for service with the United Mission to Nepal. We hope this brief introduction may assist you in your assessment.

As you may know Nepal is a small landlocked country between India and China. It is one of the world's poorest countries with difficult terrain, poor communications and limited health care facilities. Personnel working in the country are faced with practical difficulties in lifestyle and work adjustments, as well as developing relationships with colleaques and nationals whose language, culture and philosophy of life is significantly different from their own. We are currently attempting to build up as strong a system of support as our resources will allow, and we are sure you would agree that a preventative stance is highly desirable.

We would of course expect that you explore with the candidate any area you feel is relevant. In an attempt to caution us of any areas of potential difficulty we would request that you include in your evaluation a full psychiatric history, with past history, detailed family history, complete personal history and if requesting the candidate to undergo psychological testing, this may be able to be made available to you at the time of your evaluation. A marital history for married candidates and evaluation of any children are also relevant.

We hope you will be able to share your findings with the candidate as your insights may help them in their preparations for overseas service. If you feel remedial action is warranted we would strongly support such a recommendation from you.

Finally, if you have any comments that you feel are relevant not only to the candidate's acceptance but for their assignment within UMN we would be grateful to receive them.

Yours sincerely,

Gossner Mission

Medical Criteria for Selection of Candidates for Work in Nepal

Conditions that would normally disqualify a Candidate

Physical illness requiring continuing expertise or technology not available in Nepal

Anticoagulation for any reason.
Any condition requiring regular monitoring of drug therapy.

- Epilepsy, Thyrotoxicosis on drug, Addisons disease Myasthenia Gravis, Juvenile Diabetes Mellitus Cardiac Arrhythmias, Pacemaker, Cardiac Valve Replacements, Chronic Renal Disease, Crohn's Disease, Ulcerative Colitis, Hemophilia, or other Bleeding Disorders, Systemic Lupus Erythematosus, Parkinsons Disease

Major Psychiatric or Emotional Illness

- Schizophrenia, Psychosis e.g. Manic Depressive Psychosis.
- Evidence of major maladjustment within family/work situations.

Physical Disorders likely to deteriorate in Nepal

- Chronic Lung Disease, Ischemic Heart Disease, Impaired Resistance to Infection of any cause.

Chronic Disorders that are not well controlled at home

- Epilepsy, Asthma, Hypertension, Diabetes, Migraine, Menorrhagia, Severe back pain

High Risk of Recurrence of Severe Disease

- Cancer, Lymphoma, Leukaemia, Severe Rheumatoid Disease.

High Risk Factors

- Gross Obesity, Some Genetic Disorders

Conditions that would require special consideration on an Individual Basis

- History of stress related illness, emotional disorder including depression, anxiety, hysterical or phebic disorders.
- Family history of mental illness.
- Chronic but well controlled disorders - mild rheumatic heart disease, hypertension, asthma, glaucoma, maturity onset diabetes mellitus, rheumatoid arthritis.
- Genetic disorders that carry an increased risk of severe complications.
- Physical disability that might reduce mobility e.g. bilateral lower limb amputation, paraplegia.

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Conditions that require correction before leaving the home country

- Any condition requiring elective surgery - haemorrhoids, vasicose veins, ENT conditions.
- Dental disorders
- Eye conditions - squint, need for spectacles (contact lenses maybe unsuitable for dusty conditions)
- Disorders of menstruation requiring surgery - hysterectomy D and C.
- Risk of complicated pregnancy e.g. damaged uterus or tubes, abnormal pelvis, recurrent abortions, permanent sterilization of one partner required. Infertility should be investigated in the home country.

NB. It must be remembered that specialist medical facilities are very limited, and those that are available are confined to Kathmandu.

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7. URO-GENITAL SYSTEM:

Kidneys: _____ URINE EXAMINATION: _____

External genitalia: _____

Pelvic organs: _____ Report: _____

PR: _____

PV: _____

Cervical pap smear for all married women and others when indicated: _____

Physician's estimate of physical health and emotional stability together with any recommendations:

Do you consider the candidate fit to stand steady and responsible work in tropical countries?

Normal characteristics of temperament:

Physician's signature _____

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UNITED MISSION TO NEPAL

INITIAL MEDICAL EXAMINATION FOR CANDIDATES

Conducted on: _____
(date)

By: _____
(examining physician)

Candidate's name: _____
(title) (surname) (full Christian names)

Address: _____

Date of birth: _____

Family history:	Alive - health status	Deceased - Age and cause of death
Parents:	_____	_____
	_____	_____
Sibs:	_____	_____
	_____	_____
	_____	_____

Do any immediate relatives suffer from:

- hypertension or cardiac disease: _____
- tuberculosis, asthma or other respiratory disorders: _____
- diabetes or thyroid disease: _____
- epilepsy, glaucoma, nervous or mental disorders: _____
- any other significant illnesses: _____

Social/Life style history:

Occupation: _____

Marital status: _____ Adjustment to marriage: _____

Contraception or difficulty conceiving: _____

Weight: _____kg Dietary history: _____

Cigarettes/Alcohol/Other drugs - prescribed, non prescribed: _____

_____

Allergies/reactions to food or drugs: _____

_____

Past medical history:

Childhood illnesses: _____

Serious illnesses or operations: _____

Immunizations: _____

Blood transfusions/blood group (if known): _____

Recent illness causing confinement to house for two or more weeks: _____

History of hospitalisation: _____

_____

No of days of illness resulting in absence from work in the last year: _____

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System review:

Symptoms of:

Skin - any rashes or lesions: _____

Eyes: _____

Dental: _____

ENT/hearing: _____

CVS - heart disease, raised blood pressure, chest pain, palpitations, dyspnoea: _____

Respiratory - cough, sputum, wheezing, history of asthma or tuberculosis: _____

Gastro-intestinal - nausea, vomiting, abdominal pain, indigestion, hepatitis or jaundice, constipation, diarrhoea, haemorrhoids, blood or mucous in stools, symptoms of irritable bowel, significant changes in weight: _____

_____

Genito-urinary - kidney, urinary tract infection, difficulty with micturition, sexual adjustment: _____

Haemopoietic: Anaemia, blood disorder, oedema, lassitude or fatigue: _____

Musculo skeletal - arthritis or backpain: _____

Neurological - headaches, migraine, epilepsy or fits, mental or nervous illness, sleeping difficulties or inability to concentrate: _____

depression, irritability or anxiety: _____

_____

Gynaceological/menstrual history: dysmenorrhoea, menorrhagia, vaginal discharge: _____

Usual period interval: _____

Days of loss: _____

Date of last menstrual period:

_____

Pap smear: _____

Obstetric history:

Pregnancy No: _____ Year: _____

Duration of each pregnancy: _____

Delivery: _____

Complications: _____

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PHYSICAL EXAMINATION

1. GENERAL OBSERVATIONS:

Height _____ft _____ins. Weight: _____kg

_____m _____cm

Temperature: _____°C Expected weight: _____kg

General appearance, posture and nutrition: _____

Bones, joints and muscles: _____

Skin - disease, naevi, scars: _____

Thyroid: _____

2. CARDIO-VASCULAR SYSTEM:

Heart: _____ Blood pressure: _____

(i) Apex beat: position _____

character _____ Haemoglobin: _____Gm

thrills _____ W.b.c.: _____

(ii) Size: _____ Differential: _____

(iii) Sounds: _____

Pulse: rate _____ *E.S.R.: _____

rhythm _____ Other blood investigations: ____

character _____ _____

*Exercise tolerance: _____ Hepatitis A antibodies: _____

Arteries: _____ Hepatitis B antibodies: _____

(retinal and peripheral) Blood group: _____

Veins: _____ (if not already known)

(J.V.P., varicosities)

Oedema: lung bases _____

ankles _____

Spleen: _____

Lymph glands: _____

* If indicated

3. RESPIRATORY SYSTEM:

Nose: _____ Mantoux test: _____

Chest: _____ Throat: _____

Expansion: _____inches CHEST X-Ray: _____

Lungs: _____ (within 12 months)

Breasts: _____

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4. ALIMENTARY SYSTEM:

Mouth: _____ Tongue: _____ Teeth: _____

Abdomen: _____

Liver/Spleen/Kidney: _____ Hernial orifices: _____

Anus and rectum: _____

5. NERVOUS SYSTEM:

Movement, power, balance, co-ordination, tremor: _____

Sensation: _____

Tendon reflexes:	RIGHT	LEFT
Biceps:	_____	_____
Triceps:	_____	_____
Supinator:	_____	_____
Knee:	_____	_____
Ankle:	_____	_____
Abdominal skin reflex:	_____	_____
Plantar response:	_____	_____

Cranial nerves: _____

6. SPECIAL SENSE ORGANS:

Eyes: External examination: _____

Extra-ocular movements: _____

Pupillary reflexes: Light: _____

Accommodation: _____

Fundi:		R.E.	L.E.
Visual acuity at 6 metres:	Without glasses:	_____	_____
(20ft)	With glasses:	_____	_____
Visual acuity at 33 cm:	Without glasses:	_____	_____
(13 ins)	With glasses:	_____	_____

Ears: External auditory meati: _____

Tympanic membranes: _____

Hearing: Right ear: _____

Left ear: _____

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HEALTH ASSESSMENT FOR CHILDREN

Nepal is one of the world's poorest countries and has limited health care facilities. There is still significant infant mortality - 10% of children born die in infancy and mortality under 5 years is still high. Children of Board Appointees are at increased risk of developing infectious diseases prevalent in the country. Most health services available in Nepal have limited paediatric facilities and there are very few qualified paediatricians in the country.

It is very important that children coming to Nepal should be physically fit and have been inoculated (as per immunization guidelines). Parents must be aware of appropriate nutrition and hygiene and have a good understanding of how infectious disease is spread. For all children under 5 years there should be a Road to Health Chart with weight recordings. Knowledge of rehydration requirements if children develop diarrhoea is also essential.

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UNITED MISSION TO NEPAL

CHILDREN'S EXAMINATION FORM*

(Parent's Report)

Child's Name _____ Date _____

Birth Date _____ Birth Place _____ Birth Weight _____

Name of Hospital and Physician _____

Was delivery normal? _____ Full term ? _____ If not, give details _____

_____

Feeding during first year, including extra vitamins _____

General condition of health and nourishment first two years _____

_____

Illnesses (including contagious diseases) operations, or injuries from birth to present, giving dates, duration and complications _____

_____

_____

_____

Has mental development been retarded, normal or advanced? Details _____

_____

_____

Has physical growth and development been retarded, normal or advanced? Details ____

_____

_____

Describe personality traits - stolid, shy, excitable, fearful, aggressive, friendly and well socialized, dreamy, dependent, self reliant _____

_____

Behaviour abnormalities - apathetic, asocial, antisocial, pugnacious, etc. _____

_____

Dates of Typhoid inoculation _____ Diphtheria immunization _____

Tuberculin reaction? Date _____ Positive or negative _____

Whooping Cough? Date _____ Tetanus? Date _____

Bed wetting _____ Convulsions _____

Additional information (including special concerns you have about health) _____

_____

_____

_____

_____

Parent's Signature _____

*Form adapted from the Foreign Missions Conference by the Associated Medical Office

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CHILDREN'S EXAMINATION FORM

(Physician's Report)

Height _____ Weight _____ Ideal Weight _____ Pulse _____ Temperature _____

Appearance: Vigorous, medium, delicate? _____

General nourishment: Excellent, good, fair, poor? _____

Deformities _____

Emotional and nervous status (apathetic, placid, cooperative, excitable, irritable, spoiled) _____

Signs of rachitis? (If so, describe) _____

Posture, Spine _____ Feet _____

Cervical nodes, enlarged or tender? _____

Pharynx _____ Tonsils _____

Evidences of adenoid enlargement or disease? _____

Gums _____ Teeth _____

Irregularities? _____ Malocclusion? _____

_____

Nose: (Chronic rhinitis or obstruction?) _____

Ears: Condition of tympanic membrances _____

Discharge or tenderness _____ Hearing _____

Watch test: Right _____ Left _____

Eyes: Vision _____ Other conditions _____

_____

_____

Heart: (Size, murmurs, irregularity) _____

Lungs _____

Abdomen: Muscular tone (prominence) _____ Liver _____

Spleen _____ Other findings (rigidity, tenderness, distention, etc.) _____

_____

Genitalia (Undescended testicle) _____

Laboratory: Urine: please report as to sugar and albumin and make a complete analysis if latter is positive _____

_____

Blood: (Hemoglobin required; other tests if indicated) _____

_____

Is child in condition to go to the foreign field? _____

_____

SUMMARY	RECOMMENDATIONS

Physician's Signature _____ Date _____

Address _____

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THE UNITED MISSION TO NEPAL

Executive Director: Mr. J. H. Barclay
Treasurer: Mr. L. Miller

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Location: K-1-325 ***Thapathali***
Mailing address:
POST BOX 126
KATHMANDU, NEPAL

Eingegangen
20. Dez. 1988
Erledigt:.....

December 5, 1988

Dear Friends

Re: Personnel Needs List/Job Descriptions

Please find enclosed with this letter the latest copy of the UMN Personnel Needs List. I am also enclosing a General Job Description for most, (though not all) of the posts which appear on this list. The list is accurate at the time of going to print although you will appreciate that our personnel requirements can change from day to day as new offers of service come in, or as existing personnel decide to leave.

I do hope you will find this information helpful. If I can assist in providing you with any further details, do get in touch with me.

Re: New Applications

There is occasionally some confusion with our Member Bodies over exactly what documentation is required when submitting a new application to UMN. I am therefore giving below a check list to assist you when sending papers to us:

Detailed CV (bio-data)
Nepal Information Form (please ask candidates to complete these in full even if this duplicates information given elsewhere)
Your own Member Body's application forms (if applicable)
Two professional references
One church reference
One personal reference from a friend
Medical/Psychological clearance according to UMN criteria
Full passport information (number, date of issue, date of expiry, place of issue)
Ten identical passport photographs.

For your information, I am enclosing a copy of our current Nepal Information Form, and a copy of our medical screening papers. I hope this clarifies the situation for you and that you find the information helpful.

I would like to thank you on behalf of UMN for all you do in finding personnel for us - we do appreciate it.

With all good wishes

Gareth Wardell
Personnel Department

gw/kd

Gossner Mission