

VACANCY ANNOUNCEMENT

SCHOOL PRINCIPAL (KUHS)

Kathmandu University High School (KUHS), a progressive institution operated as a Lab School of Kathmandu University (KU) through the Kathmandu University School of Education (KUSOED), is seeking a dynamic, visionary, and experienced educational leader to serve as the **School Principal**. The Principal will be responsible for providing academic leadership, ensuring administrative excellence, and fostering a nurturing and innovative learning environment that aligns with the University's educational ethos.

1. Position Details

Detail	Specification
Job Title	School Principal
Institution	Kathmandu University High School (KUHS), Chaukot, Panauti
Employment Type	Full-Time (For 4 Years, renewable on the basis of performance)

2. Minimum Required Qualifications and Experience

Criteria	Requirements
Educational Qualification	Master's Degree (M.Ed.) in Education from a recognized university. A higher degree (M.Phil. or Ph.D. in Education) is highly preferred.
Experience	Minimum 7 years of progressive experience in the field of school education (Grade 1-12), including at least 3 years in a senior leadership or administrative capacity (e.g., Principal, Vice-Principal, Academic Coordinator, or Head of Department).
Age Limit	Not exceeding 54 years at the time of application submission.

3. Essential Competencies and Responsibilities

The successful candidate must demonstrate a strong capacity for leadership and management in the following areas:

Area	Responsibility and Skills
Academic Leadership	Developing and implementing innovative teaching methodologies. Ensuring high academic standards and continuous curriculum improvement aligned with national frameworks and international best practices.
Administrative Management	Overseeing daily school operations, including resource allocation, financial management, staff scheduling, and adherence to all regulatory guidelines.
People Management	Recruiting, mentoring, and evaluating teaching staff. Fostering a positive, collaborative, and professional working culture among all employees.
Stakeholder Engagement	Maintaining effective communication with students, parents, the KU School of Education, and the local community to build strong partnerships.
Vision & Strategic Planning	Developing a clear strategic plan for the school's future growth, technological integration, and overall educational excellence.
Technology Integration	Proficiency in integrating modern educational technology tools for both teaching and administrative purposes.

4. Application Procedure

Interested and qualified candidates are requested to submit the following documents to the address provided below:

1. A comprehensive **Curriculum Vitae (CV)**.
2. A **Cover Letter** detailing suitability for the role and salary expectations.
3. Copies of all **Academic Credentials** (Master's level and above).
4. Copy of **Nepali Citizenship Certificate**
5. A **School development proposal (not exceeding 1500 words)** outlining the applicant's strategic plan for leading KUHS over the next five years.

Application Deadline: 17th Oct, 2025

Submission Address: The Selection Committee

Email: kuhs.labschool@kusoed.edu.np

Note: Only shortlisted candidates will be contacted for the selection process, which will include a presentation on the applicant's vision and a personal interview. The institution reserves the right to accept or reject any or all applications without assigning any reason whatsoever.

Chairman, School Management Committee