



Position title: General Manager

Reports to: Chairperson and Himalayan Trust Board

Date: 6 July 2018

Location: To be determined (TBD) with visits to Kathmandu and project sites in Nepal.

Background

The Himalayan Trust (HT) was founded by Sir Edmund Hillary in 1966 as the vehicle for his development and assistance programmes in Nepal. These included education, health, environmental protection and cultural support.

In the early years, staff of the HT consisted of Sir Edmund himself, working out of his office at his home in Auckland, and his sirdar (Project Manager) Mingma Tsering Sherpa, living in Nepal. To begin with many of the projects involved building – 27 schools, 2 hospitals, village health clinics, bridges, clean water supplies – and efforts with the NZ Government to establish a National Park in the Khumbu Region, including a significant reforestation programme.

As time went by the emphasis shifted to training local people to work towards the goals of the HT and scholarships became an important activity and emphasis. For example, two doctors were supported to the point where they took over the running of the hospitals, several Sherpa were trained in natural resource and protected area management, and a major teacher training programme was developed and implemented.

To manage the programmes, an office was set up in Kathmandu. This was, and still is, managed by Nepali staff while Sir Edmund drew back to some extent from his intensive hands-on involvement in the villages and small towns of the Solukhumbu district where all the HT programmes are located. These programmes were financed from outside Nepal with major support coming from New Zealand, USA, Canada, UK and Germany. Although there has been a progressive decline, funding support continues to this day.

Following the death of Sir Edmund in 2008 the HT began to rebuild itself. A new Constitution and 5-year strategic plan were adopted in 2012 and in 2013 a full-time, paid General Manager was appointed, a position which has now become vacant. In 2017, a Strategic Plan 2018-2023 was adopted.

Governance and Management structure of the Trust

Paid Staff: The Trust has a small team of professional paid staff in New Zealand led by the General Manager. The number of professional staff may vary from time to time and will possibly increase, under exceptional circumstances, such as after the 2015 earthquakes.

Activities covered by staff include fundraising, public engagement, communications, finance, and programme management.

Board: The Trust has an eight-person elected Board headed by a Chair who is elected annually by Board Members at the first meeting after the AGM which is held at the beginning of November.

The Role of the Board is set out in the HT Constitution and includes developing, implementing and reviewing, the Strategic Plan.

The Board is accountable to HT Members and other primary stakeholders, including donors and beneficiaries.

Trust Members There is a fee-paying membership to which the Board is accountable. Membership is requested by, or offered to, people who have an interest in the work of the HT. Acceptance of applications for membership is a function of the Board and is informed by the interest shown by the applicant in the work of the HT and the possibility that they might be able to contribute to activities such as standing for the Board; fundraising; communications via newsletters or social media; specialist sub-committees such as education, health, or finance.

General Manager's Position Description

Purpose

The primary role of the General Manager (GM) is to facilitate and support the delivery of the HT Strategic and Operational Plans.

Principal responsibilities

The GM plays an integral part in all HT activities:

- ❖ maintain mutually beneficial relationships with all HT stakeholders in NZ, Nepal and other countries
- ❖ work and collaborate with the Board to provide oversight and analysis of HT activities
- ❖ reviewing, monitoring and preparation, or ensure the preparation of, reports on all matters related to the Strategic Plan and Annual Operational Plans
- ❖ planning and, when appropriate, participate during on-site inspections
- ❖ reviews and providing support for annual work planning
- ❖ undertaking research and providing timely advice to the Chairperson and Board

Programmes in Nepal

- ❖ controlling all HT programmes / projects and activities
- ❖ being familiar with all aspects of HT-supported programmes
- ❖ working and providing support with staff and volunteers to implement programmes
- ❖ working with non-Nepali volunteers, or paid part-time professionals, to develop, implement and review programmes
- ❖ supervising reviews to measure and assess outcomes of programmes
- ❖ planning and embarking on support and evaluation missions for project supervision
- ❖ develop and / or periodically review terms of reference and work programs for sub-committees, staff and contractors, including the timely advertising of vacant positions

Key Relationships

The GM will report to the Chair and maintain relationships with:

- ❖ HT Board
- ❖ Himalayan Trust Nepal
- ❖ NZ Ministry of Foreign Affairs and Trade (MFAT)
- ❖ Partner organisations
- ❖ Other donors
- ❖ Nepal-based institutions who are recipients of HT support
- ❖ Volunteers who contribute to projects
- ❖ In collaboration with the Board, Members, Nepali partners, and development professionals explore programme opportunities and develop concept plans
- ❖ Draw up detailed plans for programmes selected for implementation including outcomes, budget, and impact on Trust financial position.
- ❖ Select Nepali partners to implement chosen plans and monitor their implementation
- ❖ Draw up contracts for programmes in Nepal including required outcomes and reporting schedules
- ❖ Maintain contact with the HT Nepal office in Kathmandu.

Trust Activities in New Zealand

- ❖ Appoint and manage staff for: fundraising; public engagement; communications including social media, newsletters; PR and marketing; programme managers who will be based in NZ but spend time in Nepal.
- ❖ Maintain an overview of the fundraising programme and work to optimise its performance.
- ❖ Maintain a close relationship with MFAT and prepare 3-year plans and reporting schedules that meet their requirements.

Other responsibilities

Provide leadership and managerial support for HT staff including formulation and reviews of contracts, ToR, performance reviews, including:

- ❖ Maintain and / or develop new office systems
- ❖ Maintain membership schedules,
- ❖ Facilitate regular communications with members
- ❖ Answer / redirect incoming correspondence
- ❖ Ensure the maintenance of records in digital media and, where relevant, as hard copy.
- ❖ Report to the HT Board in a timely and accurate way including the preparation of: Annual and Quarterly reports
- ❖ Make all necessary preparations including venues for:
 - Annual General Meeting (AGM)
 - Members meetings
 - Talks and presentations
- ❖ Develop a schedule of meetings each month with the Chairperson and operate within a regime of “no surprises”
- ❖ Develop a schedule of Board meetings.
- ❖ Prepare meeting agendas and oversee preparation of minutes and other records
- ❖ Prepare quarterly management reports.
- ❖ Implement, and as required, make recommendations for reviewing the Strategic Plan and Annual Operational Plans
- ❖ Ensure work-plans are meeting HT objectives in a timely fashion
- ❖ Where relevant set up and service specialist sub-committees and ensure they have TORs and reporting schedules.

Financial responsibilities

- ❖ Liaise and supply accurate financial information to the HT accountant.
- ❖ Prepare annual budgets for at least two years ahead and business plans for presentation to the HT Board.
- ❖ Maintain regular communication with HT Nepal on all relevant matters, including financials.
- ❖ Liaise with donor organisations whose funds are channelled through the current Project Agreement with the Social Welfare Council of the Government of Nepal.

Qualifications, Experience and Personal Attributes

Qualifications

A university / tertiary degree in relevant fields.

Experience

- An accumulated and recognised knowledge of the UN Sustainable Development Goals (SDGs) with an emphasis on sustainable livelihoods.
- Experience in strategic planning, adaptive management, and demonstrable analytical skills.
- Minimum of five years of project management and evaluation and / or implementation experience applying an appropriate result-based management framework.

- An ability to analyse projects and problems and to envisage creatively to develop solutions.
- An ability to read and use financial accounts and budgets.
- Demonstrated understanding of issues related to gender and experience in gender sensitive evaluation and analysis.

Personal Attributes

- Excellent leadership skills; skills in developing relationships; and skills in developing teamwork within and between Board members, staff and Nepali partners
- Oral and written communication skills, including use of internet and social media
- The capability to seek out and use the skills of volunteers
- Resilient, practical and pragmatic, and open to innovative ideas
- A belief in the power of collaboration
- A knowledge of, cultural sensitivity to, and strong interest in Nepal and its people.

Himalayan Trust Board

6 July 2018