

VACANCY ANNOUNCEMENT

Position: Executive Director
Organization: Goethe Zentrum Kathmandu (GZK)
Location: Kathmandu, Nepal
Working Hours: 40 Hours per Week
Application Deadline: August 1st, 2025

Organization Overview

Goethe Zentrum Kathmandu (GZK) is a prominent non-profit language and cultural institution dedicated to promoting the German language and fostering intercultural dialogue between Nepal and Germany. In close collaboration with the Goethe Institute New Delhi, the German Embassy in Kathmandu, and other national and international partners, GZK offers a comprehensive program of German language courses, Goethe Institute certified examinations, and a wide range of cultural initiatives.

With increasing interest in Germany and a growing demand for German language education in Nepal, GZK plays a crucial role in enabling young Nepalis to access academic and vocational opportunities in Germany. Recognized for its quality, integrity, and impact, Zentrum serves as a trusted platform for both learners and cultural collaborators.

Position Overview

The Goethe Zentrum Kathmandu (GZK) is seeking a dynamic, visionary, and experienced Executive Director to lead its well-established and growing institution. This pivotal leadership role combines strategic management with cultural and educational engagement, offering an exciting opportunity to shape the future of German language and intercultural programming in Nepal.

The Executive Director will oversee the operations of the Language Department, including the coordination of German language courses and Goethe Institute examinations, while ensuring academic quality and operational excellence. A key part of the role involves fostering and strengthening institutional partnerships with the Goethe Institute Munich, Goethe Institute New Delhi, and the German Embassy in Kathmandu.

In addition to academic oversight, the Executive Director will lead the organization's strategic development, enhance its cultural programming and represent GZK within the wider regional network of the Goethe Institute. A major upcoming milestone will be guiding the successful relocation of the GZK to a new facility, marking a significant step in its transformation into a modern, fully integrated cultural and educational hub in Kathmandu.

This is a unique opportunity for a passionate and capable leader to make a lasting impact on Nepal's German language education landscape and to deepen the cultural ties between Nepal and Germany.

Key Responsibilities

The Executive Director will play a central leadership role in ensuring the effective operation, growth, and reputation of Goethe Zentrum Kathmandu. Key responsibilities include:

- Providing strategic and operational leadership to guide the institution's mission and long-term development.
- Overseeing the academic and administrative management of German language courses and official Goethe Institute examinations.
- Leading and supporting the language and administrative teams, including recruitment, training, supervision, and performance evaluation.
- Lead institution wide transformation by fostering a culture of empathy, consistency, and persuasive leadership. Inspire and empower teams to embrace digital innovation and cultural evolution through a modern, inclusive, and visionary leadership approach.
- Design and implement strategic human resource initiatives, including organizational restructuring and cultural change processes. Apply proven expertise in contemporary HR management practices to strengthen institutional effectiveness and employee engagement.
- Ensuring excellent customer service and upholding GZK's reputation across public channels including Google Reviews, Facebook, YouTube, and via direct communication.
- Maintaining high academic standards in accordance with the Goethe Institute curriculum and exam frameworks.
- Expanding GZK's language course and exam capacities to meet the growing demand for German language education in Nepal.
- Coordinating closely with the Board of Directors, the Goethe Institute in Munich and New Delhi, the German Embassy in Kathmandu, DAAD, and other partner institutions.
- Managing financial and operational planning, including budgeting, reporting, and organizational oversight.
- Designing and implementing initiatives to broaden the impact and reach of GZK's language and cultural programs.
- Organizing the institution's Annual General Meeting (AGM) in coordination with the Board of Directors and members of GZK.
- Monitoring and supporting PASCH and BKD school partnership programs in Nepal.
- Identifying and cultivating new partnerships and collaborations to support the center's growth and innovation.
- Representing GZK at official events, in the media, and within national and international cultural and educational networks.

Required and Preferred Qualifications

Required:

- Master's degree (or equivalent) in Management, German Studies, DaF/DaZ, Education Management, Linguistics, International Relations, or a related field.
- At least **4 years of professional experience** in a leadership or academic coordination role within an educational, cultural, or Goethe Institute.
- Proven leadership experience with strong management skills, developing language programs, conducting exams, including strategic planning, budgeting, organizational development, and administrative oversight.
- Fluency in German (C1 level or higher) is required; native level proficiency or German as a mother tongue is strongly preferred.
- Proficiency in English is essential; knowledge of Nepali would be considered an asset.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively across departments and with external partners.
- Excellent skills in project and stakeholder management, especially with international institutions.
- Proficiency in digital platforms for education and administration (e.g., Moodle, Microsoft Office, exam registration systems).

Preferred:

- Strong familiarity with the Goethe Institute curriculum, exam structure, and quality standards.
- Work or academic experience in Germany, demonstrating a strong understanding of the German language, culture, and institutional expectations.
- International professional experience, particularly in culturally diverse environments, is highly desirable.
- Solid understanding of the Nepalese cultural and educational landscape, particularly in language and international education.
- Proficiency in using online teaching platforms and integrating educational technology into language instruction and management.
- Proven ability to work effectively under pressure, with a strong commitment to achieving institutional goals.
- Flexibility and adaptability to work beyond regular office hours, including the ability to manage and organize your schedule according to organizational needs.
- Working knowledge of IT systems and digital tools is a strong advantage.
- Prior experience in conducting educational training programs, such as Train-the-Trainer sessions, will be considered an asset.

Employee Benefits

Goethe Zentrum Kathmandu offers an attractive and supportive benefits package for the position of Executive Director, including:

- Competitive salary commensurate with qualifications and in accordance with local compensation standards
- Expatriate support bonus to assist with relocation and living adjustments in Nepal
- Annual round-trip flight between Nepal and Germany
- Obtaining a Nepali working visa, including official documentation support
- 30 days of paid annual leave in addition to public holidays

These benefits reflect GZK's commitment to creating a supportive and sustainable working environment for its leadership team.

Application Process:

Interested candidates are invited to submit the following documents:

1. A cover letter detailing your motivation and suitability for the position
2. A comprehensive CV, including references and a recent passport-sized photograph
3. Copies of relevant academic certificates and evidence of language proficiency
4. Names and contact details of at least one reference, preferably from a current or most recent employer
5. An indication of your expected salary for the position.

Please email your complete application in PDF format to:

 bewerbung@goethe-kathmandu.edu.np

Subject: Job Application – Executive Director, GZK

Only shortlisted candidates will be contacted for an interview.

Goethe Zentrum Kathmandu is an equal opportunity employer, committed to fostering a diverse and inclusive workplace for all individuals who meet the required qualifications. We warmly welcome applications from all eligible candidates and encourage you to submit your CV before the application deadline.

Selected foreign nationals will receive full support in obtaining a Nepalese working visa through coordination with the German Embassy in Kathmandu.