



CHRISTEL HOUSE NEPAL

TALENT & CULTURE LEAD

*Help build something Nepal's children deserve.
You get to shape it from the very first day.*

WHO WE ARE

MORE THAN A SCHOOL



Christel House is more than a school. It is built on an audacious vision: to break the cycle of poverty through education and to prove that a child's circumstances at birth do not have to determine the life they lead. For more than 25 years across five countries, Christel House has built islands of excellence that empower students experiencing extreme poverty to achieve economic mobility, demonstrate good citizenship, and identify and realize their goals, dreams, and human potential. It is the only model of its kind that walks alongside a child for 18 years: from Kindergarten, through school, into college, and all the way into a career.

You can see this model in action and the outcomes it produces in our [documentary](#) and [annual report](#).

Now we are bringing Christel House to Nepal.

Imagine a child growing up in the urban settlements of Kathmandu, near the banks of the Bagmati river. The chances of accessing a quality education, of having someone truly believe in them, of building a life that their circumstances do not predict, are slim. Christel House Nepal is on a mission to change that, one child at a time, one family at a time.

We are building a school that brings together this global vision and deeply rooted Nepalese culture and values. A school that becomes a second home for every child who walks through its doors. A school that refuses to give up on any child. A school that draws the best talent in the country to rethink what education can look like for children. A school built to be a lighthouse for how education in Nepal can be done differently, with an intention to produce Nepal's future leaders.

We are starting small. In 2084 BS (April 2027), at the start of the next academic year, and in partnership with the Government of Nepal, we will open with Kindergarten through Grade 2. Over time, we will grow into a K-12 institution that supports students through high school and for five years beyond, as they step into higher education and the workforce.

Building something like this requires leaders who are willing to challenge the status quo, who understand that what we invest in a child today has ripple effects on this country's development for generations, and who refuse to accept that where a child is born determines how far they can go.



THE FOUNDING TEAM

Christel House Nepal is led by Surya Karki. Surya grew up in a remote village in Nepal, where quality education was hard-earned. It changed the direction of his life, and he has spent more than 12 years since working to make that same opportunity possible for many more children in Nepal. As Country Director and Co-Founder of United World Schools Nepal, he co-built a network of over 80 schools serving more than 14,000 children. He has advised the Government of Nepal as the youngest-ever member of its State Committee for Education Reform.

He is supported by an outstanding board: Manish Thapa, founder of the Global Equity Fund; Dileep Agarwal, founder of World Link Telecom Services; Preeti Bista, founder of Angel Fertility Clinic and one of Nepal's leading clinical embryologists and healthcare entrepreneurs; and Nima Rinji Sherpa, Guinness World Record holder and the youngest person in history to summit all 14 of the world's 8,000-metre peaks. The founding team is further backed by Christel House International's global network of educators, practitioners, and organisational leaders who have built and scaled this model across five countries and three continents.

WHAT YOU WILL DO

Lead the Talent & Culture function for Christel House Nepal, ensuring effective and consistent people practices across the employee lifecycle—from talent attraction and onboarding to performance, development, engagement, compensation, wellbeing, and offboarding. The role will serve as a strategic partner to the CEO and leadership team, helping build a strong organizational culture aligned with Christel House's mission and supporting the organization as it grows and evolves.

The Talent & Culture Lead will promote a culture grounded in Christel House values: Integrity, Continuous Learning, Inclusive Teamwork, Passion for Results, and Effective Communication, ensuring employees have a positive, inclusive, and growth-oriented experience.



Responsibilities include, but are not limited to:

STRATEGIC TALENT & ORGANIZATIONAL PARTNERSHIP

- Serve as a strategic partner to the Executive Director and leadership team on talent, leadership, organizational structure, culture, and people-related decisions.
- Identify talent-related risks and opportunities, including performance, succession, engagement, retention, and organizational capability.
- Participate in organizational planning and ensure Talent & Culture priorities are aligned with Christel House Nepal's strategic objectives.
- Support leaders in building effective teams and strengthening leadership capabilities.

TALENT MANAGEMENT & EMPLOYEE LIFECYCLE

- Lead recruitment and selection processes, ensuring transparent, equitable, and effective hiring practices aligned with Christel House values.
- Oversee onboarding and integration of new employees.
- Coordinate employment documentation, payroll-related employee information, benefits, leave, and other employee processes in collaboration with Finance and external providers as appropriate.
- Lead performance management processes, supporting leaders and employees in setting objectives, providing feedback, and creating development plans.
- Coordinate learning and development initiatives based on organizational and individual needs.
- Identify strategies to develop and retain talent, particularly in critical or strategic roles.
- Support employee transitions and offboarding processes in a professional, respectful, and compliant manner.

CULTURE, ENGAGEMENT & EMPLOYEE EXPERIENCE

- Lead initiatives that strengthen organizational culture, inclusion, collaboration, and employees' sense of belonging.
- Promote employee wellbeing and a healthy and supportive work environment.
- Support leaders and teams in addressing employee relations issues and workplace conflicts.
- Coordinate employee engagement and organizational climate surveys, analyze results, and support the development and implementation of action plans.
- Promote recognition, open communication, collaboration, and connection across teams.
- Support internal communication related to people, culture, policies, and organizational initiatives.

HR OPERATIONS & CONTINUOUS IMPROVEMENT

- Maintain accurate and confidential employee records and information.
- Ensure Talent & Culture practices comply with applicable Nepalese employment and labor requirements and organizational policies.
- Develop, document, and continuously improve Talent & Culture policies, processes, and procedures.
- Support the administration of the Talent & Culture budget and related programs.
- Maintain and improve HR systems and employee data.
- Develop relevant people metrics, reports, and insights to support leadership decision-making.
- Collaborate closely with Finance, Operations, Academic leadership, and other functions to ensure effective people practices.



ORGANIZATIONAL DEVELOPMENT & CHANGE

- Support organizational change and growth, helping employees and leaders navigate transitions effectively.
- Strengthen organizational capabilities in talent management, culture, leadership, and employee development.
- Collaborate with Christel House International to implement global Talent & Culture practices and standards while appropriately adapting them to the Nepal context.
- Identify future Talent & Culture needs and recommend improvements to processes, capabilities, and organizational structure as Christel House Nepal develops.

SKILLS & QUALIFICATIONS

WHO YOU ARE

- A trusted people-partner with integrity: you hold confidentiality and fairness as non-negotiables, and can tell the Executive Director and leaders what they need to hear about people, performance, and culture even when it is uncomfortable.
- A seasoned HR generalist with a track record across the full employee lifecycle (recruitment, onboarding, performance management, development, and offboarding), who can point to specific hiring or people-practice improvements you have led.
- Grounded in Nepal's employment and labor requirements, and skilled at adapting global Talent & Culture standards from Christel House International so they fit the Nepali context rather than being copied over.
- A culture builder who makes belonging real: you create inclusive, respectful teams where people feel heard, recognised, and supported, and you understand how caste, gender, ethnicity, and socioeconomic background shape people's experience at work in Nepal.
- Calm and fair in hard moments: you handle employee relations issues, conflicts, and difficult transitions with empathy and good judgment, and you coach leaders to do the same.
- Driven by the mission: you see people practices as a way to strengthen the education of every child, and you bring that mindset to decisions that no policy requires, such as the honest conversation, the extra follow-up, or the standard kept when it would be easier to let it go.

ORGANIZATIONAL VALUES

INTEGRITY

We are honest, trustworthy, and ethical. We build trust by consistently fulfilling our commitments. We uphold our organizational values in every action and decision.

PASSION FOR OUTCOMES

We set goals and measure our progress. We use data to inform our decision-making. We quickly course-correct when we are off-track.

CONTINUOUS LEARNING

We demonstrate a growth mindset and persist through challenges. We seek feedback to improve. We use creativity to innovate and find new solutions.

INCLUSIVE TEAMWORK

We show compassion through care, kindness, joy, support and express gratitude for colleagues' contributions to our shared mission and include diverse global perspectives, valuing each culture and context.

EFFECTIVE COMMUNICATION

We transparently communicate our ideas, expectations, and feedback. We demonstrate active listening and ask questions to understand others, and we demonstrate positive intent.

REQUIRED EXPERIENCE

- Bachelor's degree in Human Resources, Psychology, Business Administration, Organizational Development, or a related field.
- 5+ years of experience in Human Resources, Talent Management, or People & Culture, preferably in a generalist role.
- Experience across key HR areas such as recruitment, performance management, employee development, engagement, and employee relations.
- Experience supporting leaders and contributing to organizational culture and change.
- Knowledge of applicable employment and labor requirements in Nepal.
- Experience in education, nonprofit, or social-impact organizations is desirable.
- Strong communication skills in English and Nepali.
- Strong interpersonal skills, judgment, integrity, and ability to work effectively with diverse stakeholders.

EQUAL OPPORTUNITY EMPLOYER

Christel House Nepal is an equal opportunity employer. It is important to us that all staff members have a place of work that is free of discrimination of all kinds and where staff can bring their authentic selves to work. We do not discriminate against any employee or applicant on the basis of caste, ethnicity, religion, gender, gender expression, age, disability, marital status, or sexual orientation. We particularly encourage applications from qualified women and candidates from historically marginalised communities in Nepal.

CH Nepal is committed to building an inclusive and high-performing team, where compensation is fair, equitable, and reflective of the value each role brings to our mission. Our compensation will be benchmarked locally against comparable international nonprofits, and competitive international schools, with a commitment to offering top-quartile compensation for all staff position.

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