

Root Institute for Wisdom Culture, Bodhgaya

The **Shakyamuni Buddha Community Health Care Centre** in Root Institute is urgently looking for a **Health Projects Administrator** (preferably minimum one year commitment).

Key responsibilities:

Work in consultation with the clinic manager to oversee the administration of our community health and development programme

- Compile reports and updates on the progress of the programme
- Oversee and manage day to day finances
- Manage the weekly/monthly salaries of the staff
- Oversee orders and distribution of homeopathic and allopathic medicines
- Perform general administrative duties on all projects
- Implement, develop and maintain office policies and procedures
- Report to the Root Institute director

Key competencies and skills:

- Previous experience with office administration and finances
- Experience and/or qualifications in public health, community development or social work would be useful
- Excellent facilitation and communication skills
- Cultural sensitivity and experience working in cross cultural environments
- Adaptability, patience and flexibility is a must!

We also need physiotherapists and nurse volunteers.

Maitreya School urgently requires a **School Administrator**.

In April 2012, Maitreya School re-opened in Bodh Gaya, India under the auspices of Root Institute. This Mahayana Buddhist primary school has an Indian Principal and Indian/Tibetan staff team. Following the advice of Lama Zopa Rinpoche, spiritual Director of the FPMT, the government curriculum will be supplemented with teachings on Buddhism and Universal Education for Compassion and Wisdom, taught in a mixture of English and Hindi. Rinpoche sees this school as the first of many in India.

The School Administrator will be responsible for:

- Incorporating Buddhist teachings in the curriculum and developing Lama Zopa Rinpoche's vision
- Forming a Tibetan/Hindi/English translation group
- Overseeing the finances of the school
- Fund-raising
- General administration e.g. salaries, hiring teachers and other staff

- Overseeing the quality of education

Necessary qualities are:

- “A good heart”
- Some background in education
- Familiarity with Buddhist principles
- Respect for Lama Zopa Rinpoche’s vision
- Cultural sensitivity and experience working in cross cultural environments
- Adaptability, patience and flexibility in challenging conditions

Root Institute requires a **Maintenance Manager**

Key responsibilities:

- Overseeing the maintenance and beautification of the grounds and gardens
- Overseeing the local staff
- Overseeing room maintenance and repair
- Overseeing maintenance and repair of vehicles and bicycles
- Purchase of tools and materials necessary for the above