

Information Pack of the Role of

Officer, (Secretary to the Chief Commissioner) Nepal Scouts

Scouting and Nepal Scouts

"The Mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society."

Scouting & Guiding are the largest youth organizations in the world. Scouting is a grassroots educational youth movement that is truly bottom-up in its structure and approach in engaging young people from all over the world.

Nepal Scouts is founded on 1957, is now the full member of World Organization of the Scout Movement (WOSM) and world association of Girl Guides and Girls Scouts (WAGGGS).

Nepal scouts today is a confederation of 70 Districts of Nepal in a network of over 64 thousand Scouts in more than twenty-five hundred local community Scout groups. Thousands of members are volunteers who support the local activities, resulting in a huge multiplier effect.

Nepal Scouts is an independent, International, non-profit, and non-partisan organization, which serves the Nation and Scout Movement through its members. Nepal Scouts NHQ purpose is to promote unity and the understanding of Scouting's purpose and principles, while facilitating its expansion and development of the movement in all over the country.

Officer, (Secretary to the Chief Commissioner) Nepal Scouts

Local hiring (Nepali Nationals only)

Reporting to: Director, Nepal Scouts

Location: Nepal Scouts National Headquarters, Lekhnath Marga, Lainchaur, Kathmandu

Duration: Two year & Renewable

Overall purpose

The Officer, (Secretary to the Chief Commissioner) is a professional position, appointed and guided by the Nepal Scouts Employee Rules. Responsible for efficiently managing Secretarial affairs of the chief commissioner Nepal Scouts.

Role description

Key responsibilities

The main responsibility of the Officer, (Secretary to the Chief Commissioner) is to support the chief commissioner of Nepal Scouts in the scouting movement as a personal assistant, scouting advisor, administrative assistant, and as a planner. The successful candidate will:

- Conduct the secretarial task.
- Recommend secretarial issues to the Director.
- Ensure the quality functioning of chief commissioner office.
- Provide administrative assistance to the chief commissioner.
- Responsible for all support task to the chief commissioner.
- Manage appointments and meetings of chief commissioner.

- Prepare all needed documents for chief commissioner.

Other responsibilities

On the request of the Chief Commissioner, the officer will need to attend to other tasks that may arise from time to time, which may not necessarily be part of his/her main responsibilities.

We are seeking a person who:

- Has good leadership and communication skills
- has experience in relevant positions in any organization or internationally sound project at least for 3 years
- has good Knowledge about Scouting movement nationally and internationally
- has good knowledge of the Administrative Affairs
- is able to coordinate and collaborate with a multicultural team of volunteers and staff
- has Scouting experience at least for 5 years. Candidates who have successfully undergone a Basic Unit, Leader's Training, Wood badge will be at an advantage.
- has good knowledge of Managing big projects and events.
- has digital communication, social media and networking experience
- is able to manage multitask at a time.

Job requirements

Knowledge/skills/qualification

- A bachelor's degree in Business Administration, development studies, or other relevant fields. Master Degrees will be advantages.
- Knowledge and strong interest in Scouting its purpose, mission, vision, methods and programs.
- Understanding of world level scouting policies and documents.
- Knowledge of Administrative skills.
- Strong ability to communicate fluently in English & Nepali, both spoken and written, other languages will be advantages.
- Excellent computer proficiency (MS Office – Word, Excel, PowerPoint, and Outlook).
- Basic knowledge of database entry and processing.
- Knowledge in writing and desktop publishing is an asset.
- Strong ability to work in a team and leading a group of professionals and volunteers.

Personal qualities/requirements

- Eager to learn and have a sense of curiosity
- Self-motivated, outgoing, and autonomous
- Ability to work under tight deadlines
- Forward-looking, a "big picture" thinker, resourceful, a good planner and motivator
- Well-organized, with an excellent capacity for multitasking
- Having strong sense of purpose and commitment to accomplish tasks (if needed, during evenings and/or weekends), a good team player with emotional intelligence
- Good moral character (No any criminal case will not be tolerate)
- Ability to lead and work as a member of multicultural team from different religions and cultures
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude
- Recognizes problems and seeks guidance and instruction when necessary
- Makes suggestions to improve work methods and procedures
- Ability to multitask

Summary of employment

Terms and conditions

The position is a contract position for 24 months, renewable for as per the negotiation and organizational need and depending on the contractual employee's performance. Nepal Scouts offers a range of tangible and intangible working benefits as follows:

- The salary will be paid on a monthly basis and will be appropriate to the seniority of this role fixed as per the negotiation. The minimum scale will not be less than the post of a section officer of government of Nepal.
- The position is based in Kathmandu Nepal.
- Contractual hours of work are a minimum of 50 hours per week, Sunday through Friday, but additional hours may be required for the effective performance of the role. The successful candidate must be willing to work in the evenings and on weekends, when necessary.
- The holiday entitlement is 15 days per annum (calculated on pro-rata basis) plus public holidays in the country where the position is based.
- All other facility will not be less than as per the regulations of government of Nepal.

How to apply

Applications should be submitted not later than 2076 Ashoj 8 [25th September 2019] and should include:

1. a curriculum vitae with full details of your education and career history
2. a cover letter outlining your suitability for the role, relating your skills, knowledge, and experience to the requirements of the job description and personal specification. Your particular interest and motivation in applying for this role should also be outlined.
3. Copies of Citizenship, Educational Degrees and Experience Certificate (if any).
4. contact information of at least two persons who can provide employment references

For more information and enquiry, email to info@nepalscouts.org or call at 4419001.

Nepal Scouts is committed to making appointments based on merit, through by a fair and open process, taking due account of equality and diversity as per the rule of Nepal Scouts.

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