

# Information Pack of the Role of

## Assistant, Scout Shop

### 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.

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.

## Assistant, Scout Shop

Local hiring (Nepali nationals only)

**Reporting to:** Admin Officer, Nepal Scouts

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

**Duration:** Two year & Renewable

### Overall purpose

The Assistant Scout Shop is a member of the Administration team within the Nepal Scouts, directly working under the Admin Officer of Nepal Scouts leading our work in Scouting materials and shop issues of Nepal Scouts. The functions of this role focuses:

- Able to Plan and operate scout shop.
- Able to manage inventory and supply of goods.
- Able to design and production of the goods.
- Maintain clean and attractive scout shop with in Nepal Scouts.

## Role description

### Key responsibilities

The main responsibility of the Assistant scout shop is to deal with the trading of Scouting materials.

- Assist with the day to day operations of The Scout Shop and lead the operations.
- Develop and implement a strategy for sales growth and optimal profitability.
- Ensure that efficient procedures are maintained and developed in relation to the volume and range of merchandise, stock turnover, stock checks and the ordering of stock, in conjunction with the NHQ.
- Ensure the merchandise and copyright issues.
- Have responsibility for the implementation of all procedures related to the EPoS system to record deliveries and sales, reconcile these with takings and produce management reports.
- Provide day-to-day supervision and line management of the staff Scout Shop, including all matters related to the welfare, training and performance review, of shop staff.
- Maintain an effective online trading presence at [nepalscouts.org/scoutshop](http://nepalscouts.org/scoutshop)
- In partnership with the Accountant, manage the prompt and efficient administration of all matters related to the certification of purchases and invoices.
- Ensure that efficient and effective procedures are maintained and developed in relation to all matters of security for the shop staff, the premises, the stock and daily takings.
- Ensuring that efficient and effective procedures are maintained and developed in the areas of customer relations, marketing, display of merchandise and deployment of staff.
- Ensure that the whole area of the shop, the entrance and the display and storage areas are well maintained, tidy and that stock is well merchandised to maximise sales.
- Where appropriate, play your part in the wider operations of the work of Nepal Scouts.
- Performing such other duties as are reasonably required.

### We are seeking a person who:

- Can Working knowledge of the retail industry.
- Has Understanding of the aims and ethos of the Scout Movement.
- Has Knowledge and understanding of e-commerce and inventory management.

## Job requirements

### Knowledge/skills/qualification

- At least +2 in, Management or other relevant fields
- Knowledge and strong interest in Retailing and commerce.
- Ability to handle the flow of customer.
- Ability to develop promotional content of the scouting products.

### 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, and resourceful
- 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
- Ability to work as a part 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

## 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 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.

### 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](mailto: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.*