

Information Pack of the Role of

Assistant, Kakani International Scout Centre

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.

Kakani International Scout Centre is one of the major outdoor activities site located at kakani, Nuwakot. The center occupied more than 900 Ropani of area with different landscape. Basically, in the center Nepal scouts is organizing its different training, workshops, seminars, camps and mega mass events like jamboree. Generally, scouts units from Kathmandu valley and outside Kathmandu valley are visiting kakani for the residential training camp. Beside our scouts member kakani is also popular for non-scouts tourist to stay for a night and have a vacation there. Some times kakani is welcoming International guests as well. Kakani is also a **Scout Centre of Excellence for Nature and Environment (SCENES)**, which is a very special place. It is a Centre that has made a long-term commitment to protect the environment and promote environmental understanding. A SCENES Centre is committed to protecting its natural environment, minimizing its environmental impact and enabling all who are connected with the Centre to engage with nature and become empowered to make their own personal commitment to the environment. A SCENES Centre leads by example and acts as a positive role model to other Scout and non-Scout centers, to its guests and to its local community. It can provide real hands-on educational activities for Scouts and training opportunities for leaders, equipping them with an enthusiasm for nature and a desire to do something positive for the environment in their home-life.

Assistant, Kakani International Scout Centre

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 Assistant, Kakani International Scout Center is a member of the Kakani International Scout Center Nepal Scouts, directly working under the management team of kakani and the director of

Nepal Scouts leading our work in KISC, Activities package and hospitality management. The functions of this role focuses:

- Plan Different package activities for the visitors of KISC.
- Operate day to day activities of KISC.
- Handel all hospitality issues of KISC.

Role description

Key responsibilities

The main responsibility of Assistant, Kakani International Scout Center is to deals with all

- Plan, prepare and operate different activities package for scouts and non-scouts visitors of KISC.
- Implement the decision of NHQ and Kakani management team.
- Lead the team of staff in KISC as an administrator.
- Promote KISC in website and social media.
- Insure the maximum revenue and quality programme.
- Any other job assigned by Director of Nepal Scouts .

Other responsibilities

On the request of NHQ the assistant KSIC should work in both NHQ and KISC station. And also liable to do any other job assigned by Director of Nepal Scouts.

We are seeking a person who:

- is able deals with hospitality issues.

Is able to plan and execute the adventure activities.

- should have experience of at least 1years in any nationally or internationally sound business or corporate organization or projects. Scouting Experience will be an advantage.
- Has experience of hospitality management and event management.
- is able to implement the plan made by the departments

Job requirements

Knowledge/skills/qualification

- At least +2 in, Tourism and Hospitality Management, Event Management or other relevant fields
- Knowledge and strong interest in Hospitality, Tourism and event Management Field.
- Ability to deals with mass events.
- Ability to handle national and international guests.

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 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.