

# Information Pack of the Role of

## Assistant, National Training Centre Sundarijal

### 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.

The National training center Sundarijal is located 15Km northwest of Kathmandu inside the Shivapuri Nagarjun National Park. Basically in this Centre Nepal Scouts is organizing. Different Training Courses and also different units having Residential training Camps.

## Assistant, National Training Centre Sundarijal

Local hiring (Nepali nationals only)

**Reporting to:** Director Nepal Scouts

**Location:** Sundarijal, Kathmandu

**Duration:** Two year & Renewable

### Overall purpose

The Assistant, National Training Centre Sundarijal is a member of the National Training Centre Nepal Scouts, directly working under the management team of NTC Sundarijal and the director of Nepal Scouts leading our work in NTC Sundarijal, Activities package and hospitality management. The functions of this role focuses:

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

## Role description

### Key responsibilities

- The main responsibility of Assistant, NTC Sundarijal. is to deals with all hospitality related task.
- Plan, prepare and operate different activities package for scouts and non-scouts visitors of NTC Sundarijal.
- Implement the decision of NHQ and NTC Sundarijal management team.
- Lead the team of staff in NTC Sundarijal as an administrator.
- Promote NTC Sundarijal 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 NTC Sundarijal should work in both NHQ and NTC Sundarijal 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](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.*