

Information Pack of the Role of

Assistant, Reception

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, Reception

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, Reception is a member of the Administration Department within the Nepal Scouts, directly working under the Admin Officer of Nepal Scouts leading our work in Day to day, office operational issues of Nepal Scouts NHQ. The functions of this role focuses:

- Serves visitors by greeting, welcoming, and directing them appropriately;
- notifies company personnel of visitor arrival;
- maintains security and telecommunications system.

Role description

Key responsibilities

The main responsibility of the Assistant Reception is to deals with day to day task in the reception of Nepal Scouts NHQ, some of key responsibilities are:

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Maintains security by following procedures; monitoring logbook; issuing visitor badges.
- Maintains telecommunication system.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations. Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.

We are seeking a person who:

- Has Telephone Skills,
- Has Verbal Communication,
- Has Microsoft Office Skills,
- Has Quality of Listening, Professionalism, Customer Focus, Organization, Informing Others,
- Able to Handle Pressure,
- Has Supply Management

Job requirements

Knowledge/skills/qualification

- At least +2 in, Management or other relevant fields
- Knowledge and strong interest in Reception
- Ability to handle the flow of people.
- Ability to talk fluently in English and Nepali.

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.