

Information Pack of the Role of

Assistant, Information and Technology

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, Information and Technology

Local hiring (Nepali nationals only)

Reporting to: Information and Technology Officer, Organizational Development Nepal Scouts

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

Duration: Two year & Renewable

Overall purpose

The Information and Technology Assistant is a member of the Organization Development team within the Nepal Scouts, directly working under the Information and Technology Officer of Nepal Scouts leading our work in Information and technology, Digital engagement and Multimedia related issues of Nepal Scouts. The functions of this role focuses:

- Provide support for the Development and Operation of Web based software of Nepal Scouts.
- Provide support for Web development, content development and social media handling of Nepal Scouts.
- Provide support for Promotion related works.
- Maintain Website of Nepal Scouts.

Role description

Key responsibilities

The main responsibility of the Information and Technology Assistant is to deal with IT and Digital Multi Media related tasks, some of the key responsibilities are:

- Provide necessary support for to Develop and Operate Website and social media of Nepal Scouts.
- Provide necessary support to ensure Proper and systematic Management of Membership management system of Nepal Scouts.
- Prepare Digital Newsletter, web development and digital promotional materials.
- Provide necessary support to Deal with the cyber security and data security.
- Any other job assigned by Information and Technology officer or related senior officials.

Other responsibilities

On the request of the Information and Technology officer of Nepal Scouts, the information and technology Assistant 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:

- is able to deal with technical issues of different software and hardware related technical issues.
- Is able to deal with digital security and data security issues.
- should have experience of at least 1 year in any nationally or internationally sound business or corporate organization or projects. Scouting Experience will be an advantage.
- Has experience of Web development and digital content development.
- is able to implement the plan made by the departments

Job requirements

Knowledge/skills/qualification

- At least +2 in, Computer Science or other relevant fields
- Knowledge and strong interest in web development, content development and digital engagement.
- Ability to resolve technical issues.
- Ability to develop social media contents.

Personal qualities/requirements

- Preferably 20-35 years old, at the time of recruitment
- 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 23:59 Nepal time, by 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.