

Information Pack of the Role of

Assistant Director - Organization Development, Nepal Scouts

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 (WAGGGS).

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 Director - Organization Development, Nepal Scouts

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 Director- Organization Development is a head of OD department of Nepal Scouts, reporting to the Director and the Chief commissioner of Nepal Scouts. The person filling this position will lead OD Department and OD related staffs in all over the nation, under Nepal Scouts.

Role description

Key responsibilities

The main responsibility of the Assistant Director- Organization Development is to support the volunteers and professional in the scouting movement especially in organizational development issues , providing necessary support through National Headquarters and from other provincial & local offices. The successful candidate will:

- Ensure to maintain financial transaction and proper accounting system.
- Regular administration and HR work
- Prepare annual budget and program
- Prepare business plan of Nepal Scouts as per need
- Recommend administrative issues to the Director
- Maintain the good relationship other department of Nepal Scouts
- Regular monitor and control the sections under OD departments of NHQ.
- Maintain membership register system of Nepal Scouts
- Provide support to develop policies for development of scouting and help concern department for implementation.
- Ensure effective implementation of the decisions of the Chief Commissioner, Director and other relevant Committees.
- Prepare different proposals and reports to present to Director.
- Ensure timely internal and external audit of the Accounts.
- Ensure effective internal and external Communication.
- Look after the business development of Nepal Scouts.
- Manage good international Relations.
- Handel all properties owned by Nepal Scouts.
- Ensure the proper fundraising and resource management.
- Operate scout shop.
- Manage inventory and store.
- Ensure the proper functioning of training centres, scout shop, projects and publication required to publish monthly, quarterly and annually.
- Ensure proper inventory management and records
- Prepare Awards and appointment letters, etc.
- Approve the leaves/holidays up to Assistant level staffs of OD.
- Recommend to Director for transfer and departmental action of OD staffs.
- Recommend new staff position if it needed.
- Take other tasks assigned by the Director and Chief Commissioner.

We are seeking a person who:

- Has good leadership and communication skills
- has experience leading any organization or internationally sound project at least for 3 years
- has good Knowledge about Scouting movement nationally and internationally
- has good knowledge of the Sustainable Development Goals (SDGs)
- is able to coordinate and collaborate with a multicultural team of volunteers and staff
- has Scouting experience, Candidates who have successfully undergone a Basic Unit, Leader's Training or Assistant Leaders Training Course will be at an advantage.
- has good knowledge of Managing big projects and events.
- has digital communication, social media and networking experience
- is able to manage multitask at a time.
- is able to develop ideas for the development of the scouting movement in Nepal
- has experience in planning budget and program for the whole organization.

Job requirements

Knowledge/skills/qualification

- A bachelor's degree in Organization Development, Business Administration, Development studies, or other relevant fields. Master Degrees will be advantages.
- Knowledge and strong interest in Scouting its purpose, mission, vision, methods and programs.
- Understanding of world level scouting policies and documents.
- Knowledge of management skills.
- Strong ability to communicate fluently in English & Nepali, both spoken and written, other languages will be advantages.
- Excellent computer proficiency (MS Office – Word, Excel, PowerPoint, and Outlook).
- Basic knowledge of database entry and processing.
- Knowledge in writing and desktop publishing is an asset.
- Strong ability to work in a team and leading a group of professionals and volunteers.

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, resourceful, a good planner and motivator
- 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 (any criminal case will not be tolerate)
- Ability to lead and work as a leader 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
- Ability to multitask

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 minimum scale will not be less than the post of Deputy secretary of government of Nepal.
- 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.
- All other facility will not be less than as per the regulations of government of Nepal.

How to apply

Applications should be submitted not later 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.