

# Information Pack of the Role of

## Admin Officer, 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.

## Admin Officer, Nepal Scouts

Local hiring (Nepali Nationals only)

**Reporting to:** Director, Nepal Scouts

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

**Duration:** 2 year & Renewable

### Overall purpose

The Admin Officer is a professional position, appointed and guided by the Nepal Scouts Employee Rules. Responsible for efficiently managing Administrative affairs of Nepal Scouts.

### Role description

#### Key responsibilities

The main responsibility of the Admin Officer is to support the volunteers in the scouting movement as a administrative officer, providing necessary support through National Headquarters. The successful candidate will:

- Conduct the regular administration
- Recommend administrative issues to the Director.
- Ensure the office premises, vehicles and other logistics are well maintained all time in ready to use condition.
- Provide administrative assistance to the related Committees and volunteers.

- Ensure the employee rules are strictly complied.
- Responsible for process of the recruitment, training and personal development, performance management of all employees.
- Manage HR functions and establish internal administrative systems and control.
- Accountability to day to day administrative matters in NHQ.
- Maintain good relationship with other department/sections of Nepal Scouts
- Maintain good Contact with Government.

### **We are seeking a person who:**

- Has good leadership and communication skills
- has experience in relevant positions in 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 Administrative Affairs
- is able to coordinate and collaborate with a multicultural team of volunteers and staff
- has Scouting experience at least for 5 years. Candidates who have successfully undergone a Basic Unit, Leader's Training, Wood badge 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.

### **Job requirements**

#### **Knowledge/skills/qualification**

- A bachelor's degree in 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 Administrative 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 (No any criminal case will not be tolerate)
- Ability to lead and work as a member 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 a section officer 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 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.*