

Information Pack of the Role of Program Officer, Educational Methods

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.

Program Officer, Educational Methods

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 Program Officer of Educational Methods, is a member of the Educational Methods team within the Nepal Scouts, reporting to the Director of Nepal Scouts. The person filling this position will support the implementation the youth program, of Nepal Scouts.

Role description

Key responsibilities

The main responsibility of the Special Project Officer is to support the Educational Methods team, specifically in the area of Diversity and Inclusion, Scouting in Humanitarian Action, and Spiritual Development. The successful candidate will:

- Prepare Annual program and activities and ensure implementation.

- Update and ensure the implementation of Youth Program.
- Organize activities and program as per annual plan
- Provide support to conduct the trainings, workshop, seminar, youth forums and meetings related with youth program.
- Maintain the good International Relationship and keep update in the international policies regarding youth program.
- Regular monitor and control towards different section of EM departments of NHQ especially in youth program.
- Provide support to develop and review policies in order to run the section smoothly.
- Ensure effective implementation of the decisions of Executive Committee, Chief Commissioner and other relevant Committees.
- Prepare different project proposals and reports to present Director.
- plan, manage, and execute various educational projects
- support the organization of events (remotely and/or onsite)
- provide general clerical and secretarial support to the Educational Methods team especially youth program Team.
- prepare and manage basic correspondence related to Educational Methods areas especially youth program Team.

We are seeking a person who:

- has good knowledge of the Sustainable Development Goals (SDGs)
- is able to 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 social media and networking experience
- is able to manage small to medium scale projects and events
- is able to develop ideas for educational tools and materials
- has experience in writing and editing educational materials

Job requirements

Knowledge/skills/qualification

- A bachelor's degree in educational sciences, international studies, environment and sustainability, project management, development studies, or other relevant fields
- Knowledge and strong interest in Scouting's Diversity and Inclusion, Scouting in Humanitarian Action, and Spiritual Development
- Understanding of world level policy documents in the areas of Youth Programme, Youth Engagement, and Adults in Scouting
- Knowledge of education and learning processes
- Strong ability to communicate fluently in English, both spoken and written
- 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 navigate the internet and has experience in managing social media accounts
- Ability to develop e-learning contents from assets such as photographs, clip art, video and audio clips, and graphic animations (ability to use video editing software is an asset)

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
- 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 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.