

Information Pack of the Role of

International Relation Officer, Organization Development

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.

International Relation Officer, Organization Development

Local hiring (Nepali nationals only)

Reporting to: Assistant Director, Organizational Development Nepal Scouts

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

Duration: Two year & Renewable

Overall purpose

The International Relation officer, Organization Development is a member of the Organization Development team within the Nepal Scouts, reporting to the Assistant Director Organization Development of Nepal Scouts. The person filling this position will support members of the organization regarding the international affairs as well as deals with each and every aspect of international relation of Nepal Scouts, ensuring the good international communication to support organizational development.

Role description

Key responsibilities

The main responsibility of the International Relation officer is to ensure good international relation of Nepal Scouts, and to support volunteer for the international affairs. Also manage the international events, and keep proper international communication. At the same time

support volunteer leaders for the internationally sound projects. Prepare proposal and report for those projects.

- Prepare and plan international projects.
- Manage International Events.
- Support volunteers for the international projects.
- Establish partnership with different international agency.
- Any other job assigned by Chief Commissioner, Training Commissioner and Chief of Staff.

We are seeking a person who:

- is able to collaborate with a multicultural team of volunteers and staff
- should have experience of at least 3 years in any internationally sound projects. Scouting Experience will be an advantage.
- has social media and communication skills.
- is able to manage small to International projects, trainings, workshop, seminars and other events.
- has experience in writing proposal and reports.

Job requirements

Knowledge/skills/qualification

- A bachelor's degree in, international studies, project management, development studies, or other relevant fields
- Knowledge and strong interest in Scouting's Diversity and Inclusion, International Scouting, Mass international Events.
- Strong ability to communicate fluently in English, both spoken and written
- Excellent computer proficiency (MS Office – Word, Excel, PowerPoint, and Outlook)
- Knowledge in writing and desktop publishing is an asset
- Strong ability to navigate the internet and has experience in managing social media accounts

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.