

Information Pack of the Role of

Training (AIS) 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 organisation, 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.

Training (AIS) 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 Training or Adult in Scouting (AIS) 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 adult to get more advanced and updated teaching and learning methods and policies for the implementation of youth program, of Nepal Scouts.

Role description

Key responsibilities

The main responsibility of the Training (AIS) Officer is to Plan the Training and Training process and the maximum mobilization of Human Resources (Adult, Scouts leader) to reach all local level in country. Also Develop and maintain a professional, dedicated training manual and provide total coverage of all appropriate Adults in Scouting needs to specific area. The successful candidate will:

- Prepare all necessary materials and human resource to reach all province and local level training.
- Prepare budget plan to operate training.
- Respond to scouts and non-scouts enquiries about training.
- Assist with the coordination and implementation of recruitment, training and occupational processes and practices.
- Maintain and update all training related policies, procedures, instructions and forms as per the requirement.
- Contribute to the development of training documents such as the 'Training Manual', 'Training Handbook', 'Slides' and other training related materials before going to the field.
- Coordinate with each level of Scout offices and officials to organize training in their respective geographical areas.
- Prepare and Reports to concern Authorities.
- Prepare all logistic arrangement needed in training operation.
- All other jobs related with Training.
- Any other job assigned by Chief Commissioner, Training Commissioner and Chief of Staff.

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
- should have Scouting experience of at least 5 years. 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, trainings, workshop, seminars and other 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, 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 Program, 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.