

Information Pack of the Role of

Resource and Project Officer

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.

Resource and Project 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 Resource and Project officer is a member of the Organization Development team within the Nepal Scouts, reporting to the Assistant Director Organization Development of Nepal Scouts leading our work in Fundraising, resource Management for Nepal Scouts . The functions of this role consist of 3 main focuses:

- Contribution to a strategic approach to fundraising in Nepal Scouts.
- Ensure the systematic management of all Resources of Nepal Scouts.
- Ensure the systematic and proper management of all national and international projects of Nepal Scouts.

This role entails a strong operational approach to the work to be carried out, with hands-on responsibilities including some administrative work, as well as the opportunities to contribute to the strategic approach to fundraising in Nepal Scouts. This position is part of a small and dynamic team within a value-based organisation offering continuous learning opportunities and a chance to contribute to the professional growth of team members in the area of Project management, Resource management and Fundraising.

Role description

Key responsibilities

The main responsibility of the Resource and project officer is to deal with fundraising, project management and resource management, some of the key responsibilities are:

- Prepare and plan fundraising and resource management strategy.
- Manage all projects of Nepal scouts.
- Prepare and plan new projects proposal.
- Ensure the timely report of all the projects.
- Support Nepal Scouts Foundation Volunteer Team.
- Provide support to the volunteer project leaders.
- Ensure the proper operation of all funded and non-funded projects.
- Any other job assigned by Chief Commissioner, and the director.

We are seeking a person who:

- is able to collaborate with a multicultural team of volunteers and staff
- Is able to find out the resources and manage the available resources.
- should have experience of at least 3 years in any nationally or internationally sound business or corporate house or group. Scouting Experience will be an advantage.
- Has Fundraising and project management skills.
- is able to make plan, prepare and operate different projects.
- has experience in budget planning and programme planning.

Job requirements

Knowledge/skills/qualification

- A bachelor's degree in, Project management, development studies, resource management or other relevant fields
- Knowledge and strong interest in Project management, fundraising activities and resource management.
- 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

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.