

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

- 1.1 Position Title:** Scout Adult Resource Officer
- 1.2 Position Level:** P3
- 1.3 Major Group:** Sports and Youth Services Group
- 1.4 Sub-Group:** Scouts Services
- 1.5 Job Code No.:** 17.750.02
- 1.6 Job Location (Complete as appropriate):**
Ministry: Education; Department: DYCS; Division: SCED;
Section: Scouts; Unit: _____.
- 1.7 Title of First Level Supervisor (Official title of the Supervisor):** Chief of Scout & Culture Division
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2 PURPOSE, DUTIES & RESPONSIBILITIES (Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance):

Purpose: Plan, implement and co-ordinate at National Level the Adult Resources Management i.e. the recruitment, training and appraisal system.

Duties and Responsibilities	% of Time
Plan, implement and co-ordinate at National Level the Adult Resources Management i.e. the recruitment, training and appraisal system.	25 %
Design and provide training to Commissioners.	20%
Develop training materials and handbooks for District Commissioners.	15%
Liaison with Asia Pacific Regional Office, Manila in regard to all Adult Resource Policies.	15%
Provide support for the Recruitment Training and Decision for future Trainers and Commissioners through the supply of handbooks, training aids, and other materials, and through regular communication with them.	10%

Research and review the techniques employed in the recruitment, training of adults and appraisal both inside and outside Scouting.	10%
Establish National Adult Resources Policy consistent with World Adult Resources Policy.	5%
Ensure that the Adult Resources Policy of the association is reflecting in the general policies particularly in regard to programme matters.	5%
Evaluate, on a continuing basis, the effectiveness of Adults in Scouting, periodically with regards to the benefit gained by the young people at unit level.	5%

3 KNOWLEDGE AND SKILLS REQUIREMENTS (*Minimum requirement for performance of work described – Level of Knowledge, Skill and Ability*):

3.1 Education: Bachelors

3.2 Training: Training in Scouts and related fields.

3.3 Length and type of practical experience required:

- Minimum of 4 years experience in position level P4 or equivalent experience.
- Should have a leadership and managerial experience of high order with scouting background.

3.4 Knowledge of language(s) and other specialized requirements: Should have good command over written and spoken Dzongkha as well as English

4 COMPLEXITY OF WORK (*The nature, number and intricacy of tasks, steps, processes or methods involved in work; difficulty and originality involved in work*):

The work typically consists of several different and unrelated processes requiring decisions to be made sometimes without all the information available.

5 SCOPE AND EFFECT OF WORK (*Describe the purpose, breadth of work performance, and the effect the work has on the work of others or the functions of the organization*):

Effect of work:

- Promote values of scout and multiplying effect
- Capacity to promote scouting in every Dzongkhags and Institutes.

6 INSTRUCTIONS AND GUIDELINES AVAILABLE

6.1 Instructions: *(Describe controls exercised over the work by the superior; how work is assigned, reviewed and evaluated)*

6.2 Guidelines: *(Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines):*

The World Adult Resources Policy provides general guidelines in developing National Scout Associations in the country in association with various regional and world bodies such as World Organization for Scout Movement (WOSM).

The National Policies of Scout Movement as decided by the Ministry of Education.

7 WORK RELATIONSHIP *(Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization other than contacts with superiors):*

At the International level the incumbent networks with World Organization for Scout Movement and other regional bodies.

At the national level the incumbent interacts with the District Administrators, head of the Institutes and Scout Trainers.

8 SUPERVISION OVER OTHERS *(Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and classification and number of subordinates):*

Direct supervision over Adult Resource officers and oversee of District Adult Resources.

9 JOB ENVIRONMENT *(Describe physical exertion required, such as walking, standing, lifting heavy objects, etc., and/or any risks or discomforts such as exposure to chemicals, climbing to heights, extreme weather conditions, or other severe discomforts):*

Involves some physical exertion such as long periods of standing, lecturing and travelling from place to place.