

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

- 1.1 Position Title:** Youth Dev. Officer
- 1.2 Position Level:** P5
- 1.3 Major Group:** Sports and Youth Services Group
- 1.4 Sub-Group:** Scouts Services
- 1.5 Job Code No.:** 17.750.04
- 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):

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: To plan, develop Youth Programme and deliver to the youth leaders for effective implementation; co-ordinate youth exchange programmes, select and nominate youth for international participation.

Duties and Responsibilities	% of Time
Plan and co-ordinate at national level all aspects of Youth Programme in the national association.	20 %
Develop handbooks for youth members and adult leaders in all age sectors.	15%
Provide leadership to the National Programme Committee and responsibility for the training and development of its members.	10%
Integrate specialised dimensions, such as environmental education,	10%

community involvement, Scouting for young people with special needs etc. into Youth Programme.	
Develop a Programme Policy in consistent with World Scout Movement.	10%
Coordinate the International youth exchange programme	10%
Evaluate regularly and further develop the Youth Programme to meet the changing needs of young people and their society.	10%
Create awareness, among youth at all levels of the association, of what the Youth Programme is and of its importance.	5%
Ensure that the programme is delivered at a satisfactory quality level in each local unit of the association.	5%
Strengthen the unity in Scouting through Youth Programme by close co-operation with other National Scout Associations	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: Trained in all levels of Scouting.

3.3 Length and type of practical experience required: Entry

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):*

One should be physically dynamic, creative, wide range of skills, need to adapt to different demography/cultural backgrounds etc.

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:

- Changing life style of the youth
- Becoming more responsible to self and others

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 Organization for Scout Movement (WOSM) provides general guidelines in developing Youth Programme however 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):*

Maximum interaction with youth and work relation with the Director, and Adult Resource Training officers for monitoring the progress in achieving the national targets. Adult Leader Training team and District Training officers. Work Relation with District officers, Educational Institutions, community and other agencies.

Personal contacts are normally with individuals or groups outside their agency or the government with the purpose to influence, motivate, question or control.

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 the youth trainers and oversight the Scoutmasters.

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):*

It requires strenuous physical exertion, or working in very uncomfortable positions for long periods from early morning to late night and/or high risks or discomfort, which require special safety precaution.