



Information Pack for the Role of

Project Officer, APR Supply Chain Management

World Scout Bureau Asia-Pacific Support Centre,
Makati City-Metro Manila, Philippines

August 2019



SCOUTS[®]
Creating a Better World



World Scouting

"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."

The **World Organization of the Scout Movement** (WOSM) is one of the largest youth organisations 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.

World Scouting today is a confederation of 170 National Scout Organizations (NSO) in a network of over 50 million Scouts in more than one million local community Scout groups. Some seven million members are volunteers who support the local activities, resulting in a huge multiplier effect.

Through peer-to-peer leadership supported by adults, each local Scout group embraces the same set of values illustrated in the Scout Promise and Law. Each of our 1.5 million local Scout groups follows a similar system of non-formal education suited to the unique aspects of their local community.

WOSM is an independent, worldwide, non-profit and non-partisan organisation, which serves the Scout Movement through its NSO members. Its purpose is to promote unity and the understanding of Scouting's purpose and principles, while facilitating its expansion and development.

The **World Scout Bureau** (WSB) is the Secretariat of the World Organization. It comprises of 140 professional staff, based in nine support centres worldwide:

- Belgium, Brussels (Europe Support Centre)
- Egypt, Cairo (Arab Support Centre)
- Kenya, Nairobi (Africa Support Centre)
- Malaysia, Kuala Lumpur (Global Support Centre)
- Philippines, Makati City (Asia-Pacific Support Centre)
- Panama, Panama City (Interamerica Support Centre)
- Switzerland, Geneva (Global Support Centre)
- Switzerland, Geneva (Europe Support Centre)
- Ukraine, Kiev (Eurasia Support Centre)

Project Officer, APR Supply Chain Management (Scout Bazaar)

Local hiring (Philippine nationals only)

Reporting to: Supervising Director
(Organisational Development and Messengers of Peace)
Location: WSB Asia-Pacific Support Centre, Makati City, Metro Manila, Philippines
Duration: Six months, renewable

Overall purpose

Responsible for the efficient operations of the APR Scout Bazaar

Role description

Responsibilities

- Develop and promote the APR Scout Bazaar
- Monitor the APR Scout Bazaar website particularly the operation of the APR Scout Supply Chain, and integrate National Scout Organizations' (NSOs) Scout Shop products through the APR Scout Bazaar
- Manage orders to ensure the items are delivered
- Support the submission of project reports to the APR Supply Management Inc.
- Maintain regular contact with the "Virtual Support Staff" for the effective promotion of sales in the APR Scout Bazaar
- Market and advertise the APR Scout Bazaar as appropriate
- Monitor and coordinate with the Communication department on regular promotions, Scout Bazaar newsletters, etc.

We are seeking a person who:

- possesses good organisational skills
- has effective verbal and written communication skills in English
- is able to conduct needs analysis, research, and write reports
- is able to manage data and information
- is able to work with professional and volunteer colleagues at all levels of the Movement
- a good team player
- has an international outlook and embraces diversity
- has strong integrity and values aligned with those of the Movement

Female candidates are strongly encouraged to apply.

Job requirements

Knowledge/skills

- University degree or an equivalent level of education preferably in the area of e-commerce, IT, Communication, Marketing, or Project Management
- Experience in e-commerce, web developer/master, product development, sales and marketing
- Experience in Scouting is preferable
- Ability to work and cooperate within an international and multicultural framework
- Demonstrated ability to balance multiple tasks

Personal qualities/requirements

- Dynamic, trustworthy, team player, and open-minded
- Efficient, self-motivated, and proactive, with good organisational skills
- Professional: displays honesty, integrity, and a strong sense of values and ethics in all actions and decisions
- Emotionally intelligent, able to build and sustain positive relationships with key stakeholders
- Able to work under tight deadlines with a positive and problem-solving mentality
- Willing to travel abroad and work in the evenings and on weekends frequently

Summary of employment

Terms and conditions

The WSB offers a range of tangible and intangible working benefits. This is a short-term position, likely to be continued, with a contract of six months and an option to extend the contract subject to agreement by both parties.

- The salary paid on a monthly basis will be appropriate to the seniority of this role.
- The position is based in Makati City, Philippines.
- Contractual hours of work are a minimum of 40 hours per week, Monday through Friday, but additional hours may be required for the effective performance of the role for which there will be no additional remuneration. The successful candidate must be willing to work in the evenings and on weekends, when necessary.
- The holiday entitlement is 15 days per annum plus public holidays in the country where the position is based.

How to apply

Applications and enquiries should be submitted to asia-pacific@scout.org no later than 23:59 Manila time, by **15 August 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. contact information of at least two persons who can provide employment references

The WSB is committed to making appointments based on merit, through a fair and open process, taking due account of equality and diversity.