



Information Pack for the Role of

Administrative Assistant

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

May 2019



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)

Administrative Assistant

Local hiring (Philippine nationals only)

Reporting to: Manager, Administration and Human Resources
Location: WSB Asia-Pacific Support Centre (WSB-APSC), Makati City,
Metro Manila Philippines
Duration: Three years after a six-month probationary period, renewable

Overall purpose

Responsible for secretarial support in the Administration Division of the World Scout Bureau Asia-Pacific Support Centre

Role description

Key responsibilities

- Responsible for travel bookings and related arrangements such as accommodation requirements and visa applications
- Support the Manager, Administration and Human Resources, in drafting communication materials, record keeping, and the filing of documents in the Administration Division
- Assist in purchasing, including the issuance of purchase orders, and all other administrative tasks
- Responsible for the management of the APSC reception area which include taking incoming calls, receiving mails, maintaining guests book, and maintaining the reception bookshelf
- Update the APR Directory periodically and issue it monthly or annually as scheduled
- Maintain administration files relating to the area of responsibility

Other responsibilities

- Maintain files, documents, or folders of the APSC Resource Centre
- On assignment to events, will be responsible for the documentation before, during, and after the events
- Undertake special projects and assignment as required by the line manager and/or the Regional Director
- Support in the APR Awards Committee

We are seeking a person who:

- is a college graduate
- is proficient in MS Office (Word, Excel, and PowerPoint)
- has good business writing skills
- is able to work in a fast-paced environment and with an international team
- has basic knowledge of desktop publishing
- has good organisational skills
- 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
- is 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

- A graduate of a four-year course in any field
- Good spoken and written communication skills in English
- Proficient in basic Microsoft Office Applications (Word, Excel, and PowerPoint)
- Experience in flight bookings, visa applications, and related arrangements would be an advantage

Personal qualities/requirements

- Dynamic, trustworthy, team player, and open-minded
- Efficient, self-motivated, and proactive, with good organisational skills
- Displays honesty, integrity, with a strong sense of values and ethics
- Proactive, with the ability to handle pressure and flexibility to perform multitask
- Able to work in a multicultural environment
- Able to work as a part of an international team with people from different nationalities and cultures

Summary of employment

Terms and conditions

The WSB offers a range of tangible and intangible working benefits. The position is permanent after a six-month probation.

- 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.
- The WSB has a pension plan and a medical plan – full details will be provided upon employment.

How to apply

Applications and enquiries should be submitted to asia-pacific@scout.org no later than 23:59 Manila time, by **20 May 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.