Information Pack for the Role of

Administrative and Human Resources Assistant

World Scout Bureau, Global Support Centre,
Kuala Lumpur, Malaysia

OPEN TO MALAYSIAN NATIONALS ONLY

June 2022
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 172 National Scout Organizations (NSOs) in a network of over 57 million members in more than one million local community Scout groups. Some five million members are adult volunteers who support 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 one 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 WOSM. It comprises of approximately 130 professional staff, based in nine locations worldwide:

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

Role: Administrative and Human Resources Assistant
Location: Kuala Lumpur, Malaysia – open to Malaysian Nationals only
Terms: Full-time staff position

Summary

The responsibilities of the Administrative and Human Resources Assistant role are to provide administrative and human resource support to staff, interns, volunteers and visitors to the World Scout Bureau office. The administrative support will ensure a smooth running of the office, including managing the front office. The human resources aspect of this role will include supporting the efficient management of staff, interns and volunteer activities and welfare.

Responsibilities:

- Maintaining the office premises to ensure operational readiness, including making sure that all utilities are up and running at all times.
- Support the process of employment pass applications for international staff with Ministry of Foreign Affairs and Immigration Department.
- Prepare meeting rooms for various meetings and events.
- Support the process of applying for new corporate credit cards and renewals.
- Submit staff travel visa applications to various Embassies and Consulates.
- Ensure the careers page on scout.org is up to date and adding job packages to the website.
- Support in recruitment processes for new hires.
- Maintenance of office equipment, and monitoring and sourcing office supplies.
- Perform receptionist duties, which include answering phone calls and maintaining the visitor’s register.
- Perform other ad hoc duties from time to time as determined by the line manager for this role.

Job Requirements

Experience, Skills and Qualifications

- Experience with serving in multiple functions is a distinct advantage.
- Experience working in a multicultural and international environment is desirable.
- Familiarity in the area of managing facilities, including meetings and other events.
- Candidate must possess at least a Diploma or Degree in a related discipline.
- Ability to undertake a variety of support tasks and work under pressure.

Desired skills and qualities

- Fluent in English and Bahasa Malaysia, and literacy in any of the other WOSM languages (French, Arabic, Spanish, Russian) is considered an advantage.
- Highly motivated with a strong sense of personal and proactive initiative.
- Strong work ethic, detailed, and solutions-oriented.
- Ambition for continuous learning, as well as personal and professional development.
- Capable of working across teams at the World Scout Bureau and with staff at national, regional, and global levels.
- Able to foster a safe and inclusive work environment.
- Professional and pleasant outlook and conduct at all times.
- A team player, independent, and able to work under pressure.
- Possesses strong interpersonal and communication skills.
- Able to prioritise and plan work activities to use time efficiently.
- Willing to occasionally work during evenings and weekends to complete work on time or across time zones.
Summary of Employment

Terms and Conditions

- Full time staff position.
- The position is based in Kuala Lumpur, Malaysia and is open to Malaysian Nationals only

The offer to hire the consultant will be subject to:

- 3 satisfactory references
- Verification of relevant qualifications
- Confirmation of eligibility to work in Kuala Lumpur, Malaysia

How to Apply

Applications should be submitted no later than 23:59 Kuala Lumpur time (GMT+8) on Thursday, 30 June and should include:

1. A Curriculum Vitae with full details of 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.
3. Contact information of at least two people who can provide employment references.

Applications and inquiries should be sent by e-mail to jobs@scout.org.

Ideally, the Administrative and Human Resources Assistant will start no later than 1 August 2022.

The World Scout Bureau is committed to making appointments on merit by a fair and open process, taking due account of equality and diversity.