



Information Pack for the Role of **Corporate Services Executive**

World Scout Bureau Interamerica Support Centre,
Panama City, Republic of Panama

March 2020



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 members in more than 1 million local community Scout Groups. Some 7 million are adult 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 one million local Scout Groups follows a similar system of non-formal education suited to the unique aspects of their local community.

The World Organization of the Scout Movement (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. The Bureau comprises approximately 120 professional staff, based in 8 locations 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 & Europe Support Centre)
- Ukraine, Kiev (Eurasia Support Centre)

Corporate Services Executive

Reporting to:	Office Manager
Location:	World Scout Bureau Interamerica Support Centre, Panama City, Republic of Panama
Duration:	1 year

Role description

The Corporate Services Executive Officer will provide support to the Office Manager, at the World Scout Bureau Interamerica Support Centre and members of the Interamerican Scout Committee. In addition, the incumbent will also support the representatives of the National Scout Organizations in the Interamerica Scout Region, NGOs, other youth organisations, professional bodies, consultants and government representatives.

Key Responsibilities

- Assist the human resources team including insurance coverage, files/documents related to payroll, track for trainings, follow-up in Zoho People portal
- Manage the administration and accounts payable related to air tickets purchase and supply of goods & services
- Assist in other financial tasks related to corporate services
- Manage visitors including arranging internal tour around the office
- Supply of Scout branded products for retail
- Collaborate in the logistics of sub-regional and regional events of the WSB Interamerica Support Centre
- Cooperate with the Directors of the Strategic Areas of the WSB Interamerica Support Centre (Youth Programme, Adults in Scouting and Institutional Development) when necessary
- Promote and maintain cooperation and communication with bodies and organisations in accordance with the directives issued by the Regional Director and the Regional and World policies
- Maintain on-going communication with both the Regional Director and the Directors in the Interamerican Scout Region

Person Specification

Qualifications and experience

- Candidate must possess at least bachelor's degree diploma in Administration, Finance or Accounting
- Previous experience in volunteer or professional positions in an NSO of WOSM would be an added advantage
- Previous experience in professional positions would be an added advantage

Desired knowledge and skills

Desired knowledge

- Knowledge of WOSM and Regional strategies, policies, organizational structure and/or the Regional Triennial Plan would be considered an asset

Desired skills

- Ability to communicate fluently in Spanish
- Proficiency in Microsoft Office
- Ability to write reports, recommendations and policies for different audiences/constituencies
- Ability to deliver presentations
- Ability to communicate fluently in English would be considered an asset

Personal Qualities

- Able to adapt to different working conditions
- A good sense of humour, team spirit and able to work under press
- Have a good understanding and commitment to the fundamental principles of Scouting
- Able to lead teams of staff and/or volunteers and work as a team member
- Able to work in a multicultural environment
- Able to work with minimum of supervision

Summary of Employment Terms and Conditions

The World Scout Bureau offers a range of tangible and intangible working benefits. This is a full-time position with a one-year contract.

- The salary paid on a monthly basis will be appropriate to the role and will take into account the non-profit nature of Scouting.
- Contractual hours of work are 40 hours per week, Monday to Friday. However, additional time 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 during the evenings and on weekends when necessary, for which reasonable time off in lieu may be given.
- Allowance to study English language through digital platforms if incumbent is not fluent in English or wants to reinforce his/her knowledge.

How to Apply

Applications should be submitted no later than 23:59 Panama time (GMT-5) **31 March 2020** and should include:

1. Curriculum Vitae with details of education and professional experience.
2. 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 people who can provide employment references.
4. Copy of the highest education certificate for verification.

Applications should be sent by e-mail to interamerica@scout.org

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

This position is open to nationals in the Republic of Panama and residents with valid work and residence permits. Contracts will be ruled under the Panamanian labour legislation.