



# Information Pack for the role of

## **Manager, Strategic Coordination**

World Scout Bureau Global Support Centre,  
Kuala Lumpur, Malaysia

January 2019



**SCOUTS**<sup>®</sup>  
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 169 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 1 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)

## Organisational Structure

The **World Scout Conference** is the governing body, the "general assembly" of Scouting, and is composed of all the NSO members of WOSM. It meets every three years and its function is to consider the policy and standards of the Scout Movement throughout the world, formulate the general policy and take the action required to further the purpose of the Movement.

The **World Scout Committee** (WSC) is the executive body of WOSM. It is responsible for the implementation of the resolutions of the World Scout Conference and for acting on its behalf between its meetings. Twelve members of the WSC are elected (as voting Members) every three years at the Conference for a maximum consecutive term of six years. The WSC has established six Regions within WOSM, each comprising the NSO members within a geographical area. Each Region has a Regional Scout Conference, Committee and Support Centre/s. The WSC also includes, as Ex-Officio Members, the six Regional Chairpersons, besides the Secretary General, the WOSM Treasurer and a representative of the World Scout Foundation. Six Youth Advisors are additionally involved in the decisions and tasks of the WSC.

The **Secretary General** is appointed by the World Scout Committee and his role is to promote and safeguard the interests of the Movement. He is the Chief Executive Officer of WOSM and directs its Secretariat, the World Scout Bureau.

The **Director, EOSG** heads the Executive Office of the Secretary General and supports the Secretary General in providing an oversight to the operational work of the World Scout Bureau. The **Global Directors** are the leads of each of the four worldwide core business areas of the World Scout Bureau: Scouting Development, Organisational Development, Communications & External Relations, and Finance and Administration. The **Regional Directors** are the leads of each of the Regional Support Centres around the world and are responsible for the services delivered to the National Scout Organizations in their constituency. The Global Chief of Staff and all the Global and Regional Directors (who form the Senior Management Team) report directly to the Secretary General and are each supported by a team of Assistants, Managers and/or Directors.

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## Manager, Strategic Coordination

Responsible to: Director, Executive Office of the Secretary General

### Purpose

The Manager, Growth and Strategic Coordination will ensure systematic coordination between the Executive Office of the Secretary General (EOSG) and all thematic and global/regional teams, under the guidance of the Director of the EOSG. The Manager assists the EOSG in providing institutional support to the World Scout Committee - WSC (Executive Board of the World Organization of the Scout Movement - WOSM) and other teams in the operational structure. The Manager, Strategic Coordination reports to the Director EOSG.

### Key Responsibilities

- Supports the EOSG in **ensuring alignment** between WOSM's Vision, the world Triennial Plan of WOSM and the Master Operational Plan of the WSB;
- Coordinates the preparation of the **Yearly Operational Plan**, liaises monitoring and reporting on its outputs;
- Supports the Director EOSG with **strategic coordination of operations** of the One WSB;
- **Support the mainstreaming and implementation of WOSM's growth agenda**, as well as the development of future growth initiatives in WOSM;
- **Develops and implements a system for real time monitoring of progress and provides a dashboard** with visibility on the progress in achieving the objectives of the operations of the WSB;
- Support the development of a streamlined **evaluation process and reporting for the Yearly Operational Plan**;
- **Facilitates the coordination of WSB's Thematic Teams** towards strengthening the One WSB operations and facilitates cross- thematic and global/regional team collaborations;
- **Supports the work of the Senior Management Team**, including by preparing the agenda, production of meeting minutes, and timely follow-up for tasks;
- Assists in the **preparations for WSC meetings**, in collaboration with thematic and global/regional teams in the World Scout Bureau;
- **Prepares background documents, position papers and briefing documents** for the leadership (staff and volunteer positions) of WOSM;
- Supports the **planning of SG's external engagements** and the **representations of the WSC**, as well as planning of SG's regular contacts and **engagements with NSOs**;
- As requested by the Director EOSG, assist with other related responsibilities.

## **Job requirements**

### **Education**

- Appropriate qualification on a graduate level in management or institutional development or equivalent through past experience.

### **Knowledge**

- Thorough knowledge of managing institutional and governance matters;
- Demonstrable capability in effective project management and monitoring and evaluation systems;
- Proven capacity for developing strategic and operational plans.

### **Skills**

- Excellent communication and interpersonal skills,
- Excellent writing skills, with a particular focus on concept papers, process descriptions and similar,
- Fluent in English (oral and written). Ability to communicate in French, Arabic, Spanish or Russian will be considered an added value,
- Demonstrable computer skills:
  - o Microsoft Office expertise, in particular Outlook, Word, PowerPoint and Excel required,
  - o Internet in a business environment (online collaborative tools, leveraging social media and digital platforms).

### **Experience**

- Demonstrable experience in coordination roles;
- Demonstrable experience in designing, implementing and evaluating strategic plans;
- Familiarity with managing or supporting the management of high-level meetings;
- At least three years of working experience in a similar environment, international NGO would be considered an asset;
- Experience in working with remote teams and experience in working with volunteers would be considered an asset.

### **Personal Qualities**

- Proactive, well organized, with an excellent capacity for multi-tasking,
- Ability to work under tight deadlines,
- Ability to work and co-operate within an international and multi-cultural framework,
- Excellent time-management skills and a very good listener,
- Accuracy and attention to details,
- Autonomous, reliable, hard worker,
- Highly positive in attitude and a forward-looking thinker,
- Dynamic, pro-active, trustworthy and open-minded,
- Willing to work during evenings and/or weekends,
- Willing to travel for work.

## Summary of Terms and Conditions

The World Scout Bureau offers a range of tangible and intangible working benefits.

- This role is a full-time position with a contract of three (3) years. There may be 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 and will take into account the non-profit nature of Scouting.
- The role is based in Kuala Lumpur, Malaysia.
- The successful candidate will be expected to occasionally travel worldwide in carrying out the responsibilities of the role. Air travel is in economy class.
- Contractual hours of work are 40 hours per week, Monday to Friday. The successful candidate must be willing to occasionally work during evenings and weekends, for which reasonable time off in lieu may be given.
- The holiday entitlement is 25 days per annum, plus public holidays in the country where the position is based.
- The World Scout Bureau has a pension plan and medical plan.

The offer of appointment will be subject to:

- Two satisfactory references
- Verification of relevant qualifications.
- Confirmation of eligibility to work in Kuala Lumpur (or the ability to obtain the appropriate work permits, at the WSB's expense).
- Satisfactory completion of the probation period.

## How to apply

Applications should be submitted at [scout.org/jobs](https://scout.org/jobs) no later than 23:59 Malaysian time (GMT+7) on **13 January 2019**, 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. Your particular interest and motivation in applying for this role in Kuala Lumpur should also be outlined.
3. Contact information of at least two persons who can provide employment references

All enquiries should be emailed to [jobs@scout.org](mailto:jobs@scout.org).

## Timeline

Ideally, the Manager, Strategic Coordination, should be onboard no later than **1 March 2019**.

Questions regarding the role prior to applying for it can be sent to [hpasic@scout.org](mailto:hpasic@scout.org) (Hana Pašić, Director, Executive Office of the Secretary General) with the subject matter noted as "Inquiries re Manager, Strategic Coordination".

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