

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

- 1.1 Position Title:** Chief of Scout & Culture Division
- 1.2 Position Level:** P1
- 1.3 Major Group:** Sports and Youth Services Group
- 1.4 Sub-Group:** Scouts Services
- 1.5 Job Code No.:** 17.750.01
- 1.6 Job Location (*Complete as appropriate*):**
Ministry: Education; **Department:** DYCS; **Division:** SCED;
Section: _____; **Unit:** _____.
- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*): Director**

2 PURPOSE, DUTIES & RESPONSIBILITIES (*Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance*):

Purpose: To direct the work and functions of various units, supervise and follow up administrative and policy matters of the Scouting Division. Manage Public relation and resources.

Duties and Responsibilities	% of Time
Visualize and formulate nationwide plan to promote youth programme	20 %
Establish and institutionalize Dzongkhag Scout Association (DSA)	15%
Liaison with the world scout (WOSM) and Regional Office (APR).	15%
Plan and Coordinate national level scout programme to achieve the National Targets.	15%
Administration and management of the finances and properties of the Division	10%
Make and recommend awards in consultation with the Director and Executive	5%

Committee	
Issue warrants to the Adult Leaders and withdrawing warrants of appointments of officials.	5%
Strengthen the professional staff in the Scout section, Culture section and at the District level.	5%
Responsible for harmonious working of the Scout and Culture Sections	5%
Allocate duties and responsibilities to the subordinates.	5%

3 KNOWLEDGE AND SKILLS REQUIREMENTS *(Minimum requirement for performance of work described – Level of Knowledge, Skill and Ability):*

3.1 Education: Bachelors /Masters

3.2 Training: Training in Administration & Management and all levels of Scouting.

3.3 Length and type of practical experience required:

- Minimum of 4 years experience in Position level P2 or equivalent experience
- Should have a leadership and managerial experience of high order with scouting and educational background or equivalent experience.

3.4 Knowledge of language(s) and other specialized requirements: Should have good command over written and spoken Dzongkha as well as English and should also have good knowledge of Bhutanese Culture.

4 COMPLEXITY OF WORK *(The nature, number and intricacy of tasks, steps, processes or methods involved in work; difficulty and originality involved in work):*

The work typically consists of several different and unrelated processes requiring decisions to be made sometimes without all the information available. Needs wide range of decision-making capacity and be analytical.

5 SCOPE AND EFFECT OF WORK *(Describe the purpose, breadth of work performance, and the effect the work has on the work of others or the functions of the organization):*

Effect of work:

- Youth in transition, social changes, effect media
- Changing life style of youth
- Promote values of scout and culture and multiplying effect
- Capacity to promote scouting in the country.
- Institutionalize scouting, culture and value education for wholesome development of the youth.

6 INSTRUCTIONS AND GUIDELINES AVAILABLE

6.1 Instructions: *(Describe controls exercised over the work by the superior; how work is assigned, reviewed and evaluated)*

The World Adult Resources Policy provides general guidelines in developing National Scout Associations in the country in association with various regional and world bodies such as World Organization for Scout Movement (WOSM).

6.2 Guidelines: *(Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines):*

The National Policies of Scout Movement as decided by the Ministry of Education.

7 WORK RELATIONSHIP *(Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization other than contacts with superiors):*

At the International level the incumbent networks with World Organization for Scout Movement and other regional bodies.

At the national level the incumbent interacts with the Ministry, Section heads, District Administrators, head of the Institutes and Scout Trainers.

8 SUPERVISION OVER OTHERS *(Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and classification and number of subordinates):*

Direct supervision over Adult Resource officer, National Scout Training officers, Youth officers, Culture Education Officers and oversee of District Adult Resources and Adult leaders.

9 JOB ENVIRONMENT *(Describe physical exertion required, such as walking, standing, lifting heavy objects, etc., and/or any risks or discomforts such as exposure to chemicals, climbing to heights, extreme weather conditions, or other severe discomforts):*

The work is sedentary and imposes no special physical demands other than some walking, standing, occasional tours with little risk or discomforts that cannot be controlled by observing standard practices.