

ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION

**POSITION DESCRIPTION**

**1. JOB IDENTIFICATION:**

- 1.1 Position Title:** National Scout Training Officer
- 1.2 Position Level:** P4
- 1.3 Major Group:** Sports and Youth Services Group
- 1.4 Sub-Group:** Scouts Services
- 1.5 Job Code No.:** 17.750.03
- 1.6 Job Location (*Complete as appropriate*):**  
Ministry: Education; Department: DYCS; Division: SCED;  
Section: Scouts; Unit: \_\_\_\_\_.
- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*):** Chief of Scout & Culture Division
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**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:** Planning, implementing, supervising and evaluating the training of Adult Leaders in the country as per the Scheme of Training.

<b>Duties and Responsibilities</b>	<b>% of Time</b>
Plan, implement, supervise and evaluate the Training of Adult Leaders, in the country as per the Scheme of Training.	25 %
Research (technical aspects), develop and provide training resources for District Trainers	20%
Guide and direct District Leader Trainers by providing technical and professional support.	15%
Coordinate with District Commissioners, other Executives and support the Regional Headquarters in achieving the National Targets.	10%
Select and recommend suitable/qualified persons for the appointments of	10%

Adult Leaders to conduct trainings and issue authorisation and recognition certificates as per the Scheme of Training	
Provide support and guidance to the Adult Resource officer in establishing National Adult Resources Policy consistent with World Adult Resources Policy.	10%
Identify and review the techniques employed in the recruitment and training of adults and initiate necessary measures for all round growth.	5%
Evaluate, on a continuing basis, the effectiveness of Adults in Scouting, periodically with regards to the benefit gained by the young people at unit level.	5%

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

**3.1 Education:** Bachelors

**3.2 Training:** Trained in all levels of Scouting.

**3.3 Length and type of practical experience required:**

- Minimum of 4 years experience in position level P5 or equivalent experience.
- Should have good leadership and training experiences 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.

**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. The work typically consists of dealing with a variety of conventional problems, questions or situations affecting the design or operation of systems or equipment. One should be physically dynamic, creative, wide range of skills, need to adapt to different demography/cultural back grounds etc.

**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:

- Change in attitudes of the trainees
- Improved leadership qualities of trainees
- Have a multiplying effects to 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)*

**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 World Organization for Scout Movement (WOSM) provides general guidelines in developing training schemes however 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):*

Maximum interaction with the trainers and trainees and work relation with the Director, Joint Director, and Adult Resource Training officers for monitoring the progress in achieving the national targets. Adult Leader Training team and District Training officers. Work Relation with District officers, Educational Institutions, community and other agencies.

Personal contacts are normally with individuals or groups outside their agency or the government with the purpose to influence, motivate, question or control.

**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 the Pool of trainers and oversight the Scout District Training Officers.

**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):*

It requires strenuous physical exertion, or working for long periods from early morning till late night under various weather conditions and altitudes. He is also expected to work beyond normal working hours e.g. evenings, weekends and holidays.