

Reference No.: SAM/IUL/2023/006

Vacancy Announcement

Terms of Reference (ToR) for Administrator at the National Headquarters

Position:	Administrator
Duty Station:	The Scout Association of Maldives, National Headquarters, Malé, Maldives
Salary and Benefits:	MVR 15,000 per month [Inclusive of all allowances and benefits as per the organization's policies.]
Reporting to:	Chief Commissioner and Deputy Chief Commissioner Admin and HQ
Supervisory Role:	YES
Duration:	This is a full-time position with an initial contract duration of one year, subject to renewal based on performance and organizational needs.

Background:

Scouting's mission is to contribute to the education of young people through a value system based on the Scout Promise and Law. Through Scouting, we are building a better world where people are self-fulfilled as individuals and play a constructive role in society.

The purpose of the Scout Movement is to contribute to the development of young people in achieving their full physical, intellectual, emotional, social, and spiritual potentials as individuals, as responsible citizens, and as members of their local, national, and international communities.

The Scout Association of Maldives is a Member Organization of World Organization of the Scout Movement. The National Headquarters serves as the central hub for coordinating and supporting scouting activities throughout the Maldives.

Responsibilities:

The Administrator will play a pivotal role in ensuring the smooth operation of the National Headquarters under the guidance of Deputy Chief Commissioner Admin and HQ, with a specific focus on the following:

1. Administrative Management:
 - 1.1. Oversee day-to-day administrative operations, including reception, office maintenance, and supply management (including inventory)
 - 1.2. Manage all incoming and outgoing emails, letters and phone calls.
 - 1.3. Maintain and continuously improve administrative systems, mailing lists, and databases.
 - 1.4. Plan and execute administrative tasks to enhance organizational efficiency.
2. Staff Management:
 - 2.1. Directly supervise and lead a team of the administrative and support staff.
 - 2.2. Conduct regular performance assessments, set performance goals, and provide professional development opportunities.
 - 2.3. Foster a positive and collaborative work environment.
3. Reporting:
 - 3.1. Prepare detailed reports on administrative activities for review by the Chief Commissioner and Deputy Chief Commissioner Admin and HQ.
 - 3.2. Compile and produce reports, briefings, presentations and information sheets as required.



4. Coordination:

- 4.1. Work closely with the National Commissioners to facilitate seamless communication and coordination within the National Headquarters.
- 4.2. Assist in organizing and coordinating events, meetings, and training sessions.
- 4.3. Actively participate in relevant activities that support the delivery of scouting activities carried out by the Association.

5. Inquiry Handling:

- 5.1. Process and respond to inquiries promptly, providing accurate and relevant information to Leadership of the Association, the Executive Committee Members, Scout Groups and Adult Volunteers

6. Miscellaneous Duties:

- 6.1. Perform any other duties and responsibilities appropriate to the post as assigned by the supervisor.
- 6.2. Display flexibility and adaptability to take on additional responsibilities as needed.

Qualifications and Experience:

- Bachelor's degree in Business Administration, Management, or a related field.
- Proven experience of minimum 2 years in a senior administrative role, preferably within a non-profit or youth-focused organization.
- Excellent understanding of organizational effectiveness and operations management.
- Strong analytical and problem-solving skills.

Key Competencies:

- Leadership and team management skills, with the ability to inspire and motivate staff.
- Exceptional organizational and multitasking abilities.
- Excellent communication skills, both written and verbal (English and Dhivehi)
- Proficiency in Microsoft Office applications and other relevant software.

Application Process:

Interested candidates should submit a comprehensive resume, a cover letter outlining their suitability for the role, and contact information for three professional references to admin@scout.mv by **11th January 2024, 14:00hrs**. Only shortlisted candidates will be contacted for interviews.