

The Bharat Scouts and Guides

National Headquarters

Lakshmi Mazumdar Bhawan, 16, Mahatma Gandhi Marg, Indraprastha Estate, New Delhi-110 002.



To
All the State Secretaries,
State Associations of
The Bharat Scouts and Guides,
INDIAN UNION.



Circular No. : 89 / 2016
Dated : 27th June, 2016

SUB.: INTERNSHIP IN THE ASIA-PACIFIC SUPPORT CENTRE.

Dear Sir/Madam,

We are pleased to invite applicants for Internship/ Attachment of one of your Scout Executives to work on special projects at the Asia-Pacific Support Centre (APSC) starting from 01st August 2016. The engagement is for an initial period of six (6) months and may be renewed for another six (6) months by mutual agreement.

The selected candidate will report to the Director, Development Support and Finance. He/she will be tasked to handle Support to NSO in South Pacific, Messengers of Peace (MOP) Initiatives, as well as the APR Supply Chain.

The AP Support Centre will provide moderate accommodation and living allowance. Other terms and condition will apply as per the attached Internship/Attachment Guidelines.

Details as follows:

Name of the Event	: Internship in the Asia-Pacific Support Centre.
Term of Office	: Six (6) months, renewable.
Location	: Asia-Pacific Support Centre, Makati City, Manila, Philippines.
Reports to	: Director, Development Support and Finance.
Purpose	: To provide opportunities to young adults, fresh college graduates from universities for training in Scouting field activities and office operations through assigning projects and hands on activities that will enhance the individual's knowledge and skills in specific areas.




Objectives	:	<p>The objectives of the internship programme are:</p> <ul style="list-style-type: none"> • To provide opportunity to the present full time Scout Executives or volunteers serving in national Scout organizations (NSOs) with diverse academic background and experience to be assigned to the World Scout Bureau/ Asia Pacific Region on specific assignments where their professional experience can be enhanced through practical work assignments. • To provide a framework by which college graduates (bachelors degree) and post-graduates (masters degree) young adults/students from diverse academic background may be nominated to undertake assignment at the World Scout Bureau/ Asia Pacific Region where their educational experience can be enhanced through practical work assignments; and to expose young adults/ students to the work of the Scout Movement.
Selection Procedure	:	<ul style="list-style-type: none"> ➤ The APR Office will identify the projects for the executive/ intern's assignment upon receiving the applications from NSOs or from other institutions. ➤ The APR Team identifies the executives/ interns and in consultation with appropriate authority and invites the person for the assignment. ➤ The Regional Director and his team will make the final selection.
Commencement	:	Any executive/ intern should begin the assignment only after they have agreed to the guideline and the conditions on the Program.
Reports	:	<ul style="list-style-type: none"> ➤ Upon completion of the assignment, the executive/ intern shall submit a brief summary report including and evaluation on the prescribed form, before departure from the base location. ➤ The World Scout Bureau/ APR will also send interns performance report to the sponsoring NSO/ Institution.
Location on Assignment	:	Executive/ Internship assignments will take place both at the APR office and in the field as per the demand of the project.
Language Requirement	:	The working language of the region is English. Therefore, Executives/ Interns shall be fluent in spoken and written English.
Type of Assignments	:	The work is desk- based and on- site or fieldwork in Asia-Pacific Region. It will include project formulation, monitoring and/ or evaluation, research and preparation of papers, preparing work for and participation in activities and meeting etc. in normal circumstances the duration shall not be less than 3 months & not more than 6 months.
Financial Liabilities	:	In principle, interns will not receive remuneration from World Scout Bureau/ Asia-Pacific Region. Cost of travel and accommodation, living expenses included, are the responsibility of individuals or their sponsoring institution.

Allowances	:	A moderate allowance to cover part of the accommodation cost plus inland transport on the project location will be made available from the project budget on a case-to-case basis, depending on the budget available. During field assignment outside base location, food and accommodation will be provided.
Others	:	<ul style="list-style-type: none"> • All assistance needed will be provided by APR office in arranging suitable accommodation, receiving at the airport on arrival and providing the necessary documentation for seeking the prior visa & its extension upon acceptance of the attachment internship program. • During the assignment, the intern will be directly reporting to a designated Director, depending on the nature of the assignment. • The working hours, leave of absence, holidays and non-working days during assignment, will be based on the House Rule of the regional Bureau.

Interested candidates may submit the applications in the prescribed proforma (enclosed herewith) to the Bharat Scouts & Guides, National Headquarters, New Delhi latest by **10th July, 2016**.

Thanking you,

Yours in Scouting,


27/6/16
(K. SUKUMARA)
DIRECTOR

Encl.: As above

Copy to: -

01. All the Office Bearers of the Bharat Scouts & Guides.
02. Chairman/ Secretary, Railway Scout & Guide Board, Rail Bhawan, New Delhi.
03. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Sahid Jeet Singh Marg, New Delhi-110016
04. The Commissioner, Navodaya Vidyalaya Samiti, Institutional Area, B-15, Sector-62, Noida, Uttar Pradesh-201309.
05. All the Officers of the Bharat Scouts & Guides.