

ASIA AND PACIFIC ALLIANCE OF YMCAs

JOB SPECIFICATIONS GENERAL SECRETARY

Overview

The General Secretary shall be the Secretary of the Asia and Pacific Alliance, the Council, Executive Committee and such other Committees or Sub-Committees as deemed necessary by the Council.

The General Secretary is the Chief Executive Officer of the Asia and Pacific Alliance who has the responsibility to implement the mandate of the Assembly, Executive Committee, and other bodies of the Asia and Pacific Alliance and perform such other duties as may be delegated to him by the Executive Committee and the Board.

The General Secretary of the Asia and Pacific Alliance of YMCAs (APAY) is responsible for providing leadership to the Alliance and for supporting the interests of constituent movements.

The General Secretary will:

1. Provide leadership to advance the interests of the Asia and Pacific Alliance of YMCAs
2. Represent the interests of the APAY in a wide range of forums
3. Administer the office of the APAY and support the work of the APAY
4. Undertake necessary research to further the knowledge and resources of the APAY

Reporting/ Working Relationships

1. The General Secretary reports to the President, Board Members and the Executive Committee.
2. Only the Executive Committee has the authority to appoint, discipline or terminate the General Secretary.
3. The General Secretary has management responsibility for all APAY staff.
4. The General Secretary is expected to work closely with constituent movements and their local associations, other regional ecumenical partners and non-government organisations.

Employment conditions

The terms of employment are as per *Personnel Policies 1980, amended 2013*.

Key Responsibilities

1. The General Secretary ensures that the interests of the Asia and Pacific Alliance of YMCAs (APAY) and constituent members are represented by:
 - Strategically and actively maintaining close liaison and working relationships on matters of concern or interest with APAY Board, Executive Committee and constituent members.
 - Providing communication to the APAY Board, Executive Committee and constituent members on matters of concern or interest to the APAY.

- Representing the APAY in a number of key forums in such a manner as to establish the credibility of the APAY through the successful presentation of APAY interests and concerns.
2. The General Secretary will provide leadership to the APAY by:
 - Facilitating the development of APAY Quadrennial Strategic Plans and annual Programme Plan.
 - Keeping the Board, Executive Committee and constituent members informed through effective communication materials and strategies relating to the achievement of planned outcomes.
 - Organising and/ or providing training to the constituent members to assist them in their development and work.
 - Providing a line management and support to staff employed in the APAY office.
 3. The General Secretary will ensure the smooth administration of the APAY office by:
 - Developing, implementing, monitoring and reviewing administrative structures, processes and practices for the efficient and effective operation of the office.
 - Developing, implementing, monitoring and reviewing appropriate personnel practices and others that are framed by Executive Committee and/ or by Council resolution.
 - Developing, implementing, monitoring and reviewing appropriate annual budget in conjunction with the treasurer and administration/ accounts staff.
 - Collecting the agreed annual fair share contributions from constituent members and ensuring the financial viability of the APAY in conjunction with the Treasurer and administration/ accounts staff.
 4. The General Secretary will undertake to develop papers and proposals to:
 - Bring to the attention of Board and Executive Committee and constituent members, recent trends and developments in the region and within the world YMCA movement and the possible engagement internationally, nationally and locally.
 - The Board and Executive Committee and constituent members, well researched policy positions for endorsement of the Executive Committee and/or Council on issues that pertain to the APAY 's goals and objectives.
 - Provide the Board, Executive Committee and constituent members, with reports, briefing papers prior to meetings, consultations.
 - Seek to sources of funding for the implementation of the quadrennial and annual programme plans.
 5. The General Secretary shall submit an Annual Report of the affairs of the Alliance to the Executive Committee, and a Report of the work of the Alliance for the quadrennium to the Council at its regular meeting.

PERSON SPECIFICATION
GENERAL SECRETARY

PERSONAL ABILITIES AND APTITUDES

- Commitment to the *Paris Basis, Kampala Principles, Challenge 21*, and *APAY Mission Imperatives* and ethos of the YMCA philosophy, the concept of subsidiarity, and the principle that constituent members have a valid and valuable role to play in the development of their movements.
- Politically astute and culturally sensitive.
- Demonstrated strategic, people leadership and relationship skills.
- Demonstrated business acumen skills
- Ability to communicate and work with people who have diverse backgrounds and interests.
- Ability to work as an advocate and represent the interests of a diverse range of constituencies.
- Ability to think laterally and be entrepreneurial (to meet the challenge of enhancing region-wide participation and to fund service delivery).
- Well-developed oral communication skills.
- Ability to analyse and synthesise policy and financial documents.
- High level of skill in the development of written reports, submissions and papers.
- Satisfactory level of computer literacy.

RELEVANT EXPERIENCE

- Working in YMCA or ecumenical organisations in regional or national positions at general secretary or senior executive level.
- Developing submissions, position papers and/ or briefing papers.
- Undertaking or participating in shaping and conducting strategic planning.
- Resource mobilisation.
- Experience of working with other ecumenical organisations/non-governmental organisations.

RELEVANT KNOWLEDGE

- Understanding of YMCA structures and governance at all levels.
- Understanding of the dynamics of working in diverse social, cultural, economic and political settings/environments.

DESIRABLE REQUIREMENTS

- Experience in national YMCA/ecumenical organisations leadership positions.
- Formal tertiary qualifications in education, arts, social science/work or related discipline.
- Thorough knowledge of the origin and growth of the YMCA movement especially in the Asia and Pacific Region.