

GUIDELINES AND PROCEDURES FOR THE SELECTION OF THE GENERAL SECRETARY OF APAY

1. Applicants are required to apply in writing on the attached application form.
2. Curriculum Vitae and resumes of applicant's experience should be attached. The curriculum vitae should include the following:
 - a. Age (date and place of birth)
 - b. Nationality
 - c. Religion (church affiliation, status)
 - d. Academic background in detail (all original documents/certificates should be presented on the scheduled interview)
 - e. Work experiences
 - f. YMCA experiences/involvement outside of YMCA
 - g. Record of involvement in international work
 - h. Health
 - i. Ability in English Language
 - j. Family (Number of family members, and description)
 - k. Any other relevant information the candidate wish to convey
3. Applications close on April 1, 2015 and should be submitted by email to jcwyaauhk@netvigator.com and kohei@asiapacificymca.org : with hard copy posted to Mr. Yau Chun Wan, Chairperson of the Search Committee, APAY, 6 floor, 23 Waterloo Road, Kowloon, Hong Kong, SAR by **registered mail**.
4. The Search Committee will draw up a shortlist of applicants and invite those whom it considers appropriate to an interview to be held in Hong Kong in May 2015.
5. The Search Committee will recommend a suitable person to the Council Members to appoint at its meeting on September 7-11, 2015 to be ratified.
6. The successful applicant is expected to take up duties by September 1, 2015 although some negotiation on this date may be possible.
7. Normally the General Secretary shall be recruited from among YMCA Secretaries who meet the qualifications and have had successful experiences in a YMCA Movement.
8. A person who is not recruited from among the Secretaryship of a YMCA Movement should meet the requirements for professional status in the YMCA of his/her home country.
9. Applicants from among YMCA Secretaries normally must have their application endorsed by the Board of their National Movements. That each National Movement shall endorse only one applicant.

10. In cases where a National Movement is supporting the application of a person from another National Movement, they are advised to request the person nominated to furnish the required information.

11. The following are the relevant excerpts from the Asia and Pacific Alliance of YMCAs personnel policies applicable to the position:

- The appointment of the General Secretary who shall essentially act as the Chief Executive Officer of the Alliance shall be for a specific term ending on the date of the next quadrennial APAY Council meeting to be held in 2019. The specific contract term is to bring the appointment into line with the regular four-yearly quadrennial Council meeting.
- The appointment can be renewed for a further four years upon recommendation of the APAY Board, and endorsed by the Executive Committee of the Alliance. The renewal process is not automatic and will be subject to review taking into account all relevant matters at that time and taking into consideration the best interests of each party.
- The successful applicant will be required to hold a Hong Kong government work permit which shall be secured and paid for by the Alliance.
- Where applicable the Alliance shall continue the retirement plan of the Executive Staff's home movement.
- The applicant will be expected to maintain a good credit standing to his/her personal finances.
- The reasonable payment towards moving and resettlement expenses shall be paid by the Alliance.
- Personal accident, travel and medical insurance will be paid by the Alliance.
- All employees shall retire upon reaching the age of 65
- The position shall be subject to an annual performance appraisal.
- Applicants are referred to the personnel policy document of APAY in setting out the above criteria and other relevant information.
- All other terms shall be as described in the personnel policy and in employment contract to be answered by the successful candidate.
- The APAY is an Equal Opportunity Employer (EOE).