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APCOM EXECUTIVE DIRECTOR RECRUITMENT PROCEDURE

The Executive Director (ED) of the Asia Pacific Coalition on Male Sexual Health (APCOM) shall be recruited in an open and transparent manner, with selection based on merit and experience. The post of ED is open to all qualified persons who are also a citizen of any of the countries, areas or territories found in the Asia and Pacific region. The candidate applying for the post of ED must be proficient in both written and verbal English language and speak at least one other language found within the region. For full qualifications, please refer to the document entitled "Job description and requirements: APCOM Executive Director".

The Executive Committee of APCOM shall participate in the selection process with at least two members joining the Chairperson, and others as requested by the Chairperson, to form the Selection Committee. The Selection Committee will make a final recommendation to the currently seated Governing Board (GB) of APCOM. The final selection shall be ratified by the GB by a simple majority vote as previously agreed to in the Constitution. Afterwards the Chairperson shall enter into final discussion as to salary and timing and place of the start of the work with the selected candidate for Executive Director.

Advertising and publication

1. The post of ED is to be announced through all major, convenient and cost-efficient means of communication available in such a manner that at least all the members and other stakeholders of APCOM become aware of ED Search well in time to profess any candidate to the post.
2. The announcement must clearly state the selection process, the deadlines for submissions, eligibility criteria including the qualifications required for the position, the complete job description, the expected salary or range of compensation and the items required for all candidates such as CV, professional references, writing samples and so forth.

Scrutiny and short-listing of submitted CVs

1. Every CV submitted for consideration for the position of ED and meeting broad and minimum qualifications will be scrutinised by the selection committee. A short list of up to three of the most eligible candidates will be prepared, if there are up to three meeting the minimum requirements of the job posting.
2. The selection committee shall ensure that the sexual orientation, gender identity, HIV status, race, colour, ethnicity, or any physical disability that does not render the candidate incapable of performing the tasks expected of the ED as given in the APCOM constitution, shall not be a bar to the candidate's consideration and recruitment, nor cited as relevant factors in rejecting a candidate for final consideration.

Interview, interaction and selection

3. The final candidates on the shortlist shall be called for an interview with the selection committee at the convenience of the candidate. This interview can be conducted either face to face, or through the use of relevant and cost-efficient technologies such as Skype, for teleconferencing and/or video-conferencing.
4. After all candidates have been interviewed, the selection committee shall, after mutual discussion and deliberation, select one (1) candidate to be recommended to the Governing Board for appointment. The selection committee shall strive to come to a consensus decision on this but if the same is not possible, then the decision shall be taken by majority vote.
5. The deliberations of the selection committee shall be confidential and shall not be communicated to any candidate or others outside of the Governing Board of APCOM.
6. In the event no qualified and/or interested candidate is found nor can be agreed upon by the Committee and/or the GB after a search has been made, the Chairperson may declare the recruitment process to be re-opened and the procedure repeated.

Ratification of the selected candidate by GB

7. The selected candidate's name, details of the candidate's experience and skills as considered by the Selection Committee shall be presented to the GB for ratification. The GB shall ratify the selected candidate by a simple majority.
8. If the GB fails to ratify the selection, the matter shall be reverted back to the selection committee, who shall then select another candidate from the rest of the shortlist following the prescribed process, and present the same to the GB again for ratification.

Communication of the final result to the selected candidate

9. The candidate who is finally ratified by the GB shall be promptly notified by telephone from the Chairperson and followed by written communication, both electronically and by post. The Job Description for the position will be attached to the communication. The said communication shall also specify the salary and other benefits, if any, that are being offered to the candidate along with the expected start date and location of the start of the work assignment of the Executive Director. The candidate will be asked to formally accept the position, if decided upon, both verbally and in writing.
10. The communication to the selected candidate must make it clear that the position is full-time and requires the full attention of the Executive Director; therefore, no other employment or other engagement may be entered into during tenure as the Executive Director. As well, the ED shall retain the position as long as the ED has the full confidence of the Governing Board. The Board has the right, as given in the APCOM constitution, to terminate the ED employment at any time without assigning any reason for said termination.

Appeal of selection

11. Proceedings of the selection committee are confidential and no applying candidate has any right to access the records of its proceedings, or to profess an appeal against its decision.
12. The decision as arrived at by the above process is final and cannot be appealed by any unsuccessful candidate or other interested persons.