Recruitment Notice

Hong Kong Model ASEAN Association invites application for positions in its fifth Executive Committee and Hong Kong Model ASEAN Summit 2020 Secretariat. Duties are as follows:

Fifth Executive Committee
(Term of office: from to-date until 31 August 2020)

1. Secretaries (2 vacancies)
   - Reporting to and assisting the Secretary General in drafting notices, agendas, minutes and other meeting documents
   - Handling administrative tasks such as preparing for budgets and financial statements, updating membership lists and obtaining insurance policies
   - Interested in the administrative aspects of student academic conferences, passionate in public affairs, major in related disciplines advantageous but not essential

2. Members (2 vacancies)
   - Reporting to and assisting the Vice Presidents in drafting proposals, speeches, invitation letters and other documents
   - Managing the Association’s social media platforms, designing posters, banners and other publicity and handling the application process of delegates
   - Performing ad hoc and on-site duties and providing support to Hong Kong Model ASEAN Summit 2020 Secretariat
   - Suitable for students with the following majors: social sciences (international relations), business administration (public relations), arts (English) and other disciplines (graphic design)

Hong Kong Model ASEAN Summit 2020 Secretariat
(Term of office: from to-date to 30 April 2020)

3. Chairs (3 vacancies)
   - Designing topics, drafting study guides and reviewing rules of procedure, position papers and working papers
   - Attending trial runs, holding workshops and performing as chairs/dias in Summit sessions
   - Interested in the academic aspects of student conferences, prior experience in Model Legislative Council, ASEAN, Model European Union or Model United Nations advantageous, conversant in English and willing to interact with local and international delegate
4. Observers

- Producing real-life journalistic content and simulate contingency briefs for the purpose of Summit sessions
- Assisting Directors in communicating with delegates and the photo-shooting in Summit sessions
- Suitable for persons with limited or no experience in student academic conferences

Interested persons should move their application by sending an email to hkmasean@gmail.com on or before 31 December 2019. A soft copy of the CV and supporting documents (if any) should be attached.