



# ZAGREB INTERNATIONAL MODEL UNITED NATIONS EXECUTIVE COMMITTEE JOBS DESCRIPTION

The **Zagreb International Model United Nations** (in later text ZAGIMUN) **Executive Committee** (in later text ExCom) consists of five members and a Team Manager who leads the ExCom. The following text, developed with the courtesy of MILMUN, will explain in more detail the requirements of specific positions in the ExCom and outline the personal characteristics sought in potential candidates.

Every ExCom candidate should possess the following qualities:

- Self-driven, results-oriented with a positive outlook and a clear focus on high quality. A natural forward planner who critically assesses his/her own performance. Mature, credible, reliable, tolerant, and determined. Well presented and businesslike. Keen for new experience, responsibility and accountability. Able to get on with others and to be a team-player. Extremely well organized and able to work according to set timescales and under pressure.

## TEAM MANAGER

The ZAGIMUN Team Manager (TM) is responsible for ensuring a successful annual Model United Nations conference in accordance with the policies of Centre for International Cooperation. This includes the following responsibilities:

- Take chair at ExCom meetings, within which: ensuring orderly conduct; fair and appropriate opportunity for all to contribute; suitable time allocation per item; determining order of agenda; directing discussion towards consensus; clarifying and summing up actions and policies
- Monitor performance of ExCom members according to agreed standards and take necessary action to communicate/advise/assist according to performance levels
- Plan, develop and implement strategy for the ZAGIMUN ExCom and development of the conference so as to meet agreed performance plans within agreed budget and timescales



- Monitor and report on relevant activities
- Assist with the organization of additional events carried out in accordance with the policies of Centre for International Cooperation
- Act as a liaison between the Secretariat and the ExCom
- Report to the ZAGIMUN Supervisory Board and subsequently to the Centre for International Cooperation



## **RECRUITMENT**

Position Title: Recruitment Officer (2 persons)

Reports to: Team Manager

Purpose: Ensure high quality conference participation and support of participants

Key Responsibilities:

- Manage and control the application process for the conference
- Communicate with and support participants before, during and after the conference
- Assist with participant VISA requests
- Assist with participant accommodation
- Manage and control lists of participants
- Monitor and report on relevant activities
- Liaise with financial responsible and the Secretariat and ensure they are fully informed of application status as well as payments
- Assist with the organization of additional events carried out in accordance with the policies of the Centre for International Cooperation

Specific Skills required:

- Possesses a well defined critical attitude and ability to assess applicants' eligibility according to ZAGIMUN delegate requirements
- Able to communicate effectively in English in written media and orally
- Must be an excellent email and telephone communicator
- Able to assess a large amount of conference applications in a limited amount of time according to set standards
- Computer Skills: Must be adept in use of MS Office 2000 or later, particularly Excel and Word, and familiar with web based cooperation tools, such as instant messaging and email

## **FUNDRAISING MANAGER**

Position Title: Fundraising Manager

Reports to: Team Manager

Purpose: Raising funds for the ZAGIMUN Conference

Key Responsibilities:

- Carry out fundraising activities for the conference: research and monitor open calls for funds applications, filling out applications and submitting them
- Attract new partners and sponsors
- Maintain and develop existing partner and sponsor relations



- Represent association image and reputation towards partners and sponsors
- Monitor and report on relevant activities
- Assist with the organization of additional events carried out in accordance with the policies of the Centre for International Cooperation

**Specific Skills required:**

- Able to communicate effectively in English in written media and orally
- Must be an excellent face to face, email and telephone communicator
- Must possess good interpersonal skills and able to demonstrate success and experience managing external contacts
- Able to create appealing presentation and information material
- Must be well organized and able to work according to set timescales and under pressure
- Must have excellent Croatian language and cultural knowledge
- Computer Skills: Must be adept in use of MS Office 2000 or later, particularly Excel and Word, and familiar with web based cooperation tools, such as instant messaging and email

**Literacy & Numeracy:**

- Able to understand profit and loss calculations and basic business finance. Must be a very competent writer of business letters, quotations and proposals.

## **LOGISTICS & EVENTS MANAGER**

Position Title: Logistics & Events Manager

Reports to: Team Manager

Purpose: Ensure high quality overall service and events of the ZAGIMUN program

**Key Responsibilities:**

- Recruit and train an efficient logistics team (cca. 4 persons)
- Plan, develop and implement logistics strategy for the conference, including venue, transportation, catering, evening and cultural events, delegate resources, etc.
- Maintain and develop relations to relevant third parties, such as venue partner, caterer, delegate transportation contact person, copy shops, etc.
- Monitor and report on relevant activities
- Assist with the organization of additional events carried out in accordance with the policies of the Centre for International Cooperation



Specific Skills required:

- Able to lead and motivate a team of several people
- Able to communicate effectively in English in written media and orally
- Must be a good face to face, email and telephone communicator
- Must be well organized and able to work according to set timescales and under pressure
- Must have excellent Croatian language and cultural knowledge
- Computer Skills: Must be adept in use of MS Office 2000 or later, particularly Excel and Word, and familiar with web based cooperation tools, such as instant messaging and email

Other: Possession of driver's license advisable

## **MARKETING MANAGER**

Position Title: Marketing Manager

Reports to: Team Manager

Purpose: Ensure high quality ZAGIMUN promotion and awareness

Key Responsibilities:

- Plan and implement a marketing strategy, including advertising and PR activities such as indirect and direct promotion
- Recruit Brand Manager
- Update the ZAGIMUN website
- Organize the press conference
- Attract new partners and sponsors from the media
- Maintain and develop ZAGIMUN image and reputation
- Monitor and report on relevant activities
- Assist with the organization of additional events carried out in accordance with the policies of the Centre for International Cooperation

Specific Skills required:

- Able to communicate effectively in English in written media and orally
- Must be an excellent face to face, email and telephone communicator
- Able to create appealing presentation and information material
- Must be well organized and able to work according to set timescales and under pressure
- Computer Skills: Must be adept in use of MS Office 2000 or later, particularly Excel and Word, and familiar with web based cooperation tools, such as instant messaging and email