

JOB DESCRIPTION

Post: **Program Officer**

Grade: **P-1/2**

Terms/Conditions: **Fixed-term appointment for two years, with possibility of renewal.**

General Duties:

Under the direction and general supervision of the Department Director, undertake the development, organization, implementation, evaluation, and follow-up of assigned programs and projects, such as research, training courses, workshops, study missions and country-specific projects mainly for but not limited to the industry, service and agriculture/food sectors.

Specific Duties:

1. Research, formulate, and develop projects and program plans in the assigned areas or topics for inclusion in the annual and two-year programs, along with implementation plans and budgets;
2. Formulate and prepare project documents, such as project notifications and addenda, letters of assignment/acceptance, schedules of daily activities/itineraries, correspondence, and similar documents, while ensuring both timeliness and high level of editorial quality;
3. Manage and coordinate the screening and selection of participants, assignment and deployment of resource persons/experts, and identification and recruitment of experts and lecturers for assigned projects;
4. Undertake the coordination of project implementation, evaluation, and follow-up activities of projects under the general fund, as well as projects under special cash grants from specific member countries;
5. Undertake the planning, coordination, implementation, and evaluation of the APO online learning programs and courses;
6. Monitor, review and report the outputs and outcomes of programs and projects/activities implemented;
7. Engage in various activities related to APO member countries, including the annual meetings of the APO Governing Body and national productivity organizations, and manage close communication with a specific member country as its country officer;
8. Review, assess, and implement the recommendations and suggestions of resource persons, lecturers, experts, and participants for continuous improvement;
9. Support and guide the work of General Service support staff; and
10. Perform other duties that may be assigned by the Department Director or the Secretary-General.

Qualifications and Experience:

1. A minimum of 5 years of administrative/supervisory experience in management or technological development in the government, public/private corporation, training institute, or institution of higher learning;
2. A minimum Bachelor's degree in business administration, economics, engineering, or related fields from a reputable college or university, with specialization in public administration, technology management, project management, multiple-stakeholder partnerships; a Master's degree in the above fields may be an advantage;
3. Demonstrated ability in project management as well as the ability to work on multiple projects with tight deadlines at the same time;
4. Knowledge of econometrics and statistics particularly on productivity indicators will be a strong advantage;
5. Experience in working in multicultural teams to successfully implement projects which include conferences, workshops, consultancy, training and research in the industry and service sectors, particularly in fields related to productivity and/or economic development; and
6. High level of proficiency in both written and spoken English, with highly effective communication skills and proven ability in presenting to high-level officials and business leaders.