

JOB DESCRIPTION

Department:	Administration & Finance
Post:	Human Resources Officer
Classification:	Professional Category
Salary Level:	A competitive salary and benefits package based on experience is offered.
Term:	Fixed-term appointment for two years, with the possibility of renewal at the end of the term based on performance and upon mutual agreement.

Background:

The Asian Productivity Organization (APO) is a regional intergovernmental organization comprising 20 member countries. With a Secretariat led by the APO Secretary-General located in Tokyo, Japan, the APO contributes to sustainable economic development in the Asia-Pacific region by developing and implementing about 150 programs and projects annually.

General Duties:

Under the direction and supervision of the Director, Administration & Finance Department, manage administrative functions of the organization and be responsible for the overall administration, coordination, and evaluation of the human resources function; coordinate with external agencies in all aspects relating to the operations of the organization; and administer general and office affairs of the Secretariat.

Responsibilities:

- Manage human resources matters including payroll, the staff performance appraisal system, recruitment, orientation, and placement of staff; make arrangements relating to resignation/termination of staff, including termination payments; counsel staff on personnel/labor matters; and ensure compliance with APO Regulations and Rules while being guided by general practices of Japanese national laws and regulations.
- Identify training and development needs through job analysis, the performance appraisal system, and regular consultations with management; and design and expand training and development programs based on the needs of the organization and individual staff members.
- Manage the recruitment of staff including those under direct employment agreements and from personnel agencies; and process appointments, salary increments, transfers, and separation of staff members.
- Manage staff welfare programs by administering matters relating to health, social, and labor insurance arrangements and applicable staff education, housing, and commutation allowances; assist international staff members in the settling-in process upon joining the

Secretariat; and promote activities to support staff welfare.

- Oversee general affairs of the office including coordinating office lease/rental agreements; procurement of furniture, office equipment, and supplies; maintain records and inventory control; oversee safety and security matters; and make continuous improvements in the work environment of the office.
- Facilitate matters relating to visa applications for staff members, resource persons, and participants where applicable, including the issuance of notes verbale and other required documents; and coordinate with the relevant visa-issuing authorities in Japan as well as in member countries as required.
- Oversee legal, compliance, and contractual matters; and vet Japanese-language articles, media releases, letters, and other forms of official correspondence for the Secretariat.
- Manage and guide the staff of the general administration team, including planning and discussing individual work plans and evaluating performance.
- Ensure consistent application and compliance with the APO's Rules and Regulations including Staff Regulations and Rules, Project Regulations, Financial Regulations, and all other financial provisions relating to the implementation of APO projects as decided by the Governing Body as well as by the Secretary-General; and ensure that all updates and changes are incorporated accurately.
- Perform other duties that may be assigned by the departmental Director or Secretary-General.

Minimum Qualifications:

- A minimum of 10 years of professional and management positions in the human resources field in an international environment.
- Experience in providing administrative support dealing with procurement, contracts, and human resources-related matters in government, public/private corporations, training institutes, or institutions of higher learning.
- A Bachelor's degree in business administration or other related field from a reputable college or university.
- Business-level communication in English (TOEIC score of 900 or higher), the official working language of the APO, with native-level fluency in Japanese.
- Excellent communication skills in English and Japanese, both oral and written.

Preferred Qualifications:

- Ability to think, plan, and undertake multiple tasks and projects in a systematic fashion.
- Exposure to the operations of international and regional organizations, building and managing partnerships, and developing networks and alliances for major stakeholders such as government or public/private corporations.
- Knowledge of software for human resources or general administration.
- A Master's degree in human resources management or similar professional qualification.