

JOB DESCRIPTION

Post: Project Assistant
Classification: General Service
Terms/Conditions: Fixed-term appointment for two years, with possibility of renewal at the end of the term

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:

The Project Assistant is responsible for assisting the department in the preparation, implementation, and completion/settlement of projects and for performing other administrative or secretarial duties. Under the overall direction of the Department Director and the direct supervision of the Program Officer, the Project Assistant is expected to provide these services in an effective, efficient, productive manner to ensure that the operations of the APO run smoothly. Understanding that most tasks are interdependent, it is also essential that the Project Assistant communicates effectively and cooperates with other staff to achieve optimal outcomes. The Project Assistant is also expected to cooperate with the Coordinator in general administration affairs and to perform other duties as may be assigned from time to time by the Officer, Director, or Secretary-General.

While carrying out their duties, all APO Secretariat staff members are required to observe and comply with 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 and the Secretary-General, as well as any other relevant administrative memos.

Specific Duties:

1. Support Program Officers in initiating projects by issuing project notifications and other related documents such as letters of acceptance/assignment for the selection and confirmation of project participants and resource persons/experts;
2. Support Program Officers in logistical arrangements for projects by communicating and coordinating with host organizations, member countries, and resource persons/experts;
3. Support Program Officers in implementing projects by making travel arrangements, preparing certificates, and making other necessary arrangements;
4. Support Program Officers in handling postproject activities, such as financial settlement and

closing projects, disseminating reports and publications, etc.;

5. Support Program Officers in coordinating the maintenance and updating of project timetables, budgets, and accounts as well as managing project document files;
6. Perform departmental administrative/secretarial tasks to assist Program Officers in carrying out their duties effectively;
7. Work with other staff in coordinating work improvement initiatives to ensure efficiency, accuracy, and high performance of the department; and
8. Perform such other duties as may be assigned from time to time by Program Officers, the Departmental Director, or the Secretary-General.

Required Qualifications and Experience:

1. A minimum of five years of previous relevant job experience in project administration, technical cooperation, secretarial work, office administration, or other related fields.
2. A Bachelor's degree in a related subject or field.
3. Proficiency in both written and spoken English and Japanese.
4. Excellent computer skills, particularly in Microsoft Word, Excel, and PowerPoint.
5. Work experience in an international environment with diverse nationalities and cultures.
6. Ability to perform multiple tasks in a timely, accurate manner.
7. Excellent communication skills and able to listen well, express ideas, and provide relevant, timely information.
8. Demonstrated ability to work harmoniously with colleagues toward team goals.
9. Experience in making logistical arrangements for conferences or major meetings will be an advantage.
10. Professional qualifications in related fields such as project management will be an advantage.