

## **JOB DESCRIPTION**

**Post:** Project Assistant  
**Classification:** General Service  
**Terms/Conditions:** Fixed-term appointment for three years

### **Background:**

The Asian Productivity Organization (APO) is a regional intergovernmental organization comprising 20 member countries. With a Secretariat led by the 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. We are looking for exceptional people who are passionate about transforming the future of the economies of our member countries through smart initiatives.

### **General Duties:**

A 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 Departmental Director and the direct supervision of a 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 for the Project Assistant to communicate effectively and cooperate with other staff to achieve optimal outcomes. The Project Assistant is also expected to cooperate with a 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 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 the 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, business development, technical cooperation, or other related fields in economic development.
2. A Bachelor's degree, preferably in economics, statistics, or related field.
3. Proficiency in both written and spoken English and Japanese.
4. Excellent IT skills, particularly in Microsoft Word, Excel, and PowerPoint, and experience in social media and administering websites will be advantageous.
5. Work experience in an international environment with diverse nationalities and cultures.
6. Open-minded, independent, and resourceful.
7. Excellent communication skills and confidence when working with stakeholders at all levels.
8. Demonstrated ability to work harmoniously with colleagues toward team goals.
9. Experience in making logistical arrangements for conferences or major meetings will be advantageous.
10. Professional qualifications or an advanced degree in related fields will be advantageous.