

JOB DESCRIPTION

Post: Futurist

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 shaping the future of the economies of our member countries.

General Duties:

Identify emerging trends that impact socioeconomic development and use appropriate strategic planning tools to develop scenarios and strategies to enhance productivity.

Responsibilities:

1. Adopt interdisciplinary views to identify emerging trends relevant to the APO's mission;
2. Engage in scenario planning using strategic foresight and other tools;
3. Develop future-proof strategies to enhance the productivity of member economies;
4. Perform the role of resource person for APO programs and projects;
5. Develop and manage networks of resource persons in relevant fields;
6. Design, implement, and review foresight programs and projects;
7. Engage in various activities related to APO member countries, including the annual meetings of the APO Governing Body and heads of national productivity organizations, and manage close communication with a specific member country as its country officer;
8. Supervise, support, and guide the work of General Service support staff; and
9. Perform other duties that may be assigned by the concerned Director or the Secretary-General.

Qualifications and Experience:

1. Qualifications in scenario planning and strategic foresight from a recognized international institution;
2. Experience in leading strategy development and planning;
3. A minimum Bachelor's degree from a reputable college or university;
4. Strategic, innovative thinker with the ability to inspire and engage people;
5. Ability to make effective presentations to high-level officials and business leaders; and
6. Proficiency in both written and spoken English, with highly effective communication skills.