

## **JOB DESCRIPTION**

**Post:**                   **Program Officer**

**Grade:**               **Professional**

**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:**

Under the direction and general supervision of the Departmental Director, undertake the development, organization, implementation, evaluation, and follow-up of programs and projects to achieve the desired outcomes in the area of productivity improvement for the service sectors of member economies.

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

### **Responsibilities:**

1. Formulate appropriate strategies targeted at improving productivity in the service sectors of member economies;
2. 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 to meet member economies' needs/expectations and reach the organizational mission goal;
3. Perform the role of a resource person in productivity-related fields for APO programs and projects;
4. Develop and manage networks of resource persons in productivity-related fields;
5. Undertake the coordination of project implementation, evaluation, and follow-up activities;
6. Formulate and prepare project documents, such as project notifications and addenda, letters of assignment/acceptance, plans, correspondence, and similar documents, while ensuring both timeliness and a high level of editorial quality;

7. Manage and coordinate the screening and selection of participants and assignment and deployment of resource persons/experts to achieve the desired outcomes;
8. Monitor, review, and report the outputs and outcomes of programs and projects/activities implemented;
9. 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;
10. Review, assess, and implement the recommendations and suggestions of implementing organizations, resource persons, and participants for continuous improvement;
11. Supervise, support, and guide the work of General Service support staff; and
12. Perform other duties that may be assigned by the Departmental Director or the Secretary-General.

**Qualifications and Experience:**

1. A minimum of eight years of administrative/supervisory experience in management or technological development in the government, a public/private corporation, training institute, or institution of higher learning.
2. A minimum Bachelor's degree, preferably in engineering, science, and/or economics, from a reputable college or university, with specialization in technology management; a Master's degree in the above fields will be an advantage.
3. Specialist-level knowledge in a productivity-related field with interest in and familiarity with worldwide digital trends in the service sector (about five years of experience).
4. Relevant experience in developing strategies for the service sector.
5. Strategic, innovative thinker with strong analytical abilities.
6. Demonstrated ability in project management as well as the ability to work on simultaneous projects with tight deadlines.
7. Knowledge of econometrics and statistics, particularly of productivity indicators, will be a major advantage.
8. Experience in working in multicultural teams to implement projects successfully, including conferences, workshops, consultancy, training, and research, particularly in fields related to productivity and/or economic development.
9. High level of proficiency in both written and spoken English, with highly effective communication skills and proven ability in making presentations to high-level officials and business leaders.