

JOB DESCRIPTION

Department: Research & Planning

Post: Director, Research & Planning

Grade: P-4

General Duties:

Reporting to the Secretary-General, the Director of Research and Planning is responsible for directing the strategic planning activities of the APO and conducting programs such as research and think tank functions, new productivity initiatives, surveys, and workshops that meet the future needs of APO member economies, as well as coordinating program development within the Secretariat.

Specific Duties:

1. Direct advanced strategic planning and research activities to plan new productivity initiatives that meet the future needs of member economies;
2. Plan and coordinate the preparation, organization, and implementation of annual and two-year programs to ensure the alignment of program outcomes with the APO strategic plan;
3. Identify the needs and expectations of National Productivity Organizations (NPOs) of member countries for strategic planning purposes;
4. Direct institutional capacity-building initiatives and devise programs to strengthen NPOs;
5. Direct think tank-related activities through collaborative research and ensure timely publication of research papers on emerging concepts relating to productivity;
6. Conduct annual evaluations and impact evaluation studies of APO programs for submission to the Governing Body Meeting and Workshop Meeting of Heads of NPOs;
7. Develop new initiatives in accordance with the needs and expectations of member economies;
8. Manage all personnel and administrative affairs of the department; and
9. Perform such other duties as may be assigned by the Secretary-General.

Minimum Qualifications:

- A Master's degree in business administration, technology management, economics, or other similar fields from a reputable university.
- Fifteen years of professional experience in the field of economic development and/or productivity, of which eight years should have been as a senior manager involved in

strategic planning using advanced methodologies, with at least five of those years in an international environment with diverse nationalities and cultures.

- Excellent communication skills approaching native level in English, the official working language of the APO.
- Knowledge of the use of foresight tools for advanced strategic planning would be a strong advantage.
- Proven successful business development skills.
- A future-oriented perspective.