

April 2024



## Position Opening

<b>Department:</b>	<b>Program Directorate</b>
<b>Post:</b>	<b>Program Officer</b>
<b>Classification:</b>	<b>Professional</b>
<b>Salary Level:</b>	<b>Competitive salary and benefit package based on experience</b>
<b>Term:</b>	<b>Fixed-term appointment for two years, with the possibility of reappointment based on performance and upon mutual agreement</b>

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The Asian Productivity Organization (APO) is a regional intergovernmental organization comprising 21 members. With a Secretariat located in Tokyo, Japan, the APO contributes to sustainable economic development in the region as guided by its vision for inclusive, innovation-led productivity growth in the Asia-Pacific.

The APO is inviting applications from qualified individuals with strong qualifications, experience, and required mindset to join its Secretariat in Tokyo. Applicants must be nationals of APO member economies. Applications from women candidates are encouraged.

### I. General Duties:

Under the direction and general supervision of the Principal Officer, Program Directorate, the Program Officer undertakes the development, implementation, evaluation, and follow-up of assigned programs and projects under the APO Accreditation and Certification Program. The main duties include implementing the APO Accreditation Program and projects; development of APO Certification Bodies (CBs), development of certification programs; and implementing the APO National Award Program.

### II. Specific Duties:

1. Research, formulate, and develop projects and program plans under the APO Accreditation and Certification Program for inclusion in the annual and biennium program plan, along with implementation plans and budgets.
2. Lead the operation of the APO Accreditation Body (APO-AB) Unit, including organizing the annual APO-AB Council Meeting and document preparation, managing and conducting the assessment activities of APO CBs, reviewing and updating the accreditation and certification scheme procedures and documents, and handling communications with APO-AB Council members and APO CBs.
3. Prepare assigned project/s documents such as Project Notifications and Project Implementation Plans, identify experts or resource persons, prepare Letters of Assignment/Acceptance, schedules of daily activities/itineraries, correspondence, and similar documents, while ensuring both timeliness and high levels of document quality and clarity.
4. Coordinate with NPOs and implementing organizations of project host members on schedules, design programs including follow-up based on analysis and synthesis in cooperation with relevant stakeholders and prepare all administrative documents.

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5. Review and coordinate new CB applications and promotion campaigns of established CBs and prepare office memos for approval of specific interventions related to new projects.
6. Manage and coordinate the screening and selection of participants and identification and assignment of resource persons for projects.
7. Undertake the coordination of project implementation, evaluation, and follow-up activities.
8. Monitor, review, and report the outputs and outcomes of programs and projects/activities implemented.
9. Engage in various activities related to APO member economies including annual meetings of the APO Governing Body, National Productivity Organizations, and Liaison Officers, and manage communications with a specific member country as its country officer.
10. Review, assess, and implement the recommendations and suggestions of resource persons, lecturers, experts, and participants for continuous improvement.
11. Support and guide the work of General Service support staff.
12. Perform other duties that may be assigned by the Secretary-General.

### **III. Qualifications:**

1. A minimum of eight years of administrative/supervisory experience in management in government or public/private corporation; working experience in a national/international accreditation body would be an advantage.
2. A minimum of a bachelor's degree, preferably in engineering, science, and/or economics, from a reputable college or university, with specialization in quality management systems; a master's degree in the above fields would be an advantage.
3. Broad understanding, knowledge, and experience in accreditation services; experience as an assessor for a national accreditation or certification body would be an advantage.
4. Broad exposure to quality management systems and personnel certification standards such as ISO: IEC 17011 and ISO: IEC 17024.
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; experience in working in multicultural teams to implement projects successfully would be an advantage.
7. Excellent written and spoken English, effective communication skills, and proven ability to make presentations to high-level officials and business leaders, with good interpersonal and communication skills and ability to interact with individuals at all levels. Proficiency in Japanese language is an advantage.