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Position Opening

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

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. Duties:

Under the direction and general supervision of the Principal Officer, Program Directorate, reporting to the Head of Division, the Program Officer is responsible for the following:

1. Project Management:

- **Project Planning:** Research and conceptualize new project topics in the industry, service, and public sectors which are directly relevant to APO thrust and focus areas; and prepare project profiles including background and rationale, proposed host government, objectives, methodology and modality of implementation, and budget estimates.
- **Project Development and Preparation:** Coordinate with host governments on schedules, prepare project notifications, develop program details, identify and invite resource persons, organize participant selection committees, and prepare all administrative documents.
- **Project Implementation:** Coordinate with host governments on the implementation of assigned projects in the industry, service, and public sectors following work plans, schedules, and budgets; implement assigned projects including providing support for the timely start of various project phases or components; make logistic and administrative arrangements in cooperation with relevant authorities and partners; and identify problems or challenges and propose corrective actions.
- **Project Evaluation and Report:** Participate in project monitoring and evaluation and provide inputs to support project reporting requirements.

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2. Member Country and National Productivity Organization (NPO) Support:

- Prepare technical inputs to support various activities of APO members, including the annual APO Governing Body Meeting and Workshop Meeting of Heads of NPOs, and maintain close communication with member governments.
- Contribute to the identification and development of initiatives to strengthen the capacities of NPOs and relevant institutions in member economies.

3. Outreach and Dissemination:

- Contribute to the dissemination of productivity messages through the APO Secretariat's digital platforms comprising news and updates on the website and SNS by writing relevant articles and reports on project implementation activities.
- Identify relevant topics, invite resource persons/speakers for the Productivity Talk series, and act as a moderator in relevant sessions.

4. Staff Relations and Management:

- Support the division and management in contributing to a productive work culture and ensuring positive relations in the division and throughout the Secretariat.
- Mentor and guide General Service staff in preparations for and implementation of projects.

5. Other Assignments:

Perform such other duties as may be assigned by the Head of Division or Principal Officer.

II. Qualifications:

The following four broad criteria comprising education, experience, mindset, and language and communication skills will be used as preliminary indicators for shortlisting candidates. Selection of those on the shortlist will include written exercises and interviews.

1. Education:

- A bachelor's degree in engineering, science, economics, business administration, technology management, environmental management, or related fields from a reputable college or university.
- Knowledge of econometrics and statistics, particularly of productivity indicators, will be an advantage.
- A higher degree in the above fields with a strong research background or other relevant internationally recognized professional qualifications/certification will be an advantage.

2. Experience:

- A minimum of eight years of experience with demonstrated ability in project management in government, international organizations, public/private enterprises, or training institutes and institutions of higher learning.
- Broad knowledge of productivity tools, techniques, and methodology, supported by practical onsite experience in designing and implementing productivity enhancement initiatives in the manufacturing, service, agriculture, or public sector.

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- Experience in a multicultural work setting, with emphasis on respecting diversity.

3. Mindset:

- Strategic, innovative thinker with strong analytical abilities.
- Ability to multitask, undertake cross-functional work, and deliver results under tight deadlines.
- Consultative, with a strong teamwork and team-building orientation.
- Attention to quality, accuracy, and detail.

4. Language and Communication:

- High level of proficiency in both written and spoken English and strong report drafting and writing abilities are essential.
- Excellent communication skills with proven ability to deliver focused presentations to broad-based audiences including through virtual platforms.
- Proficiency in Japanese language is an advantage.