



## Vacancy Notice

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| <b>Unit:</b>           | <b>Monitoring and Evaluation</b>  |
| <b>Post:</b>           | <b>Monitoring and Evaluation Associate Officer</b>  |
| <b>Classification:</b> | <b>Professional</b>   |
| <b>Salary Level:</b>   | <b>A competitive salary and benefit package based on experience is offered</b>  |
| <b>Term:</b>           | <b>Fixed-term appointment for two years, with the possibility of reappointment based on performance and upon mutual agreement</b> |

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 for the position of Monitoring and Evaluation (M&E) Associate Officer 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 general supervision of the Secretary-General, and reporting to the M&E Officer, the M&E Associate Officer supports the development, implementation, and enhancement of M&E systems and processes for the APO and Secretariat. The M&E Associate Officer contributes to key organizational meetings, including the Governing Body Meeting (GBM), Workshop Meeting of Heads of NPOs (WSM), Update Meetings with NPOs, APO Liaison Officers' Meeting (LOM), and other meetings, ensuring effective planning, implementation, and reporting.

### **Specific Duties:**

1. Assist in developing and implementing M&E policies, including relevant tools and system enhancements, in alignment with organizational strategies, with a focus on change management;
2. In close coordination with the Program Directorate, conduct internal project evaluations and provide recommendations to improve project planning and reporting;
3. Support the analysis of annual program plans, contributing to recommendations for improvements;
4. Coordinate documentation and reporting to summarize Secretariat-wide efforts to report deliverables of program plans to the Governing Body;
5. Provide inputs for official documents for the GBM, WSM, and LOM such as annual as well as biennial program plans, annual program budgets, and other management reports;
6. Comply with the APO's Rules and Regulations and participate in ensuring that all updates and changes are incorporated accurately; and
7. Perform such other duties as may be assigned by the M&E Officer or the Secretary-General.

### **II. Minimum Qualifications:**

1. **Experience:**

- A minimum of three years of relevant experience in international organizations, government institutions/agencies, the public sector, or large multinational private corporations.
- A minimum of three years of relevant experience in project management, with experience in M&E preferred.
- Proven ability to develop and maintain sound working relationships with government representatives, public- and private-sector organizations, and other stakeholders.

**2. Education:**

- A graduate from a reputable college or university, with an advanced degree in international development, economics, business administration, or related fields.

**3. Mindset:**

- 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:**

- Excellent interpersonal and communication skills in multicultural environments and international settings.
- Excellent communication skills in English.
- Excellent writing and editing/reviewing skills.