



## Vacancy

<b>Unit:</b>	<b>Monitoring and Evaluation</b>
<b>Post:</b>	<b>Monitoring and Evaluation 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) 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:**

Reporting directly to the Secretary-General, and working in close coordination with the Director, Executive Office, and the Principal Officer, Program Directorate, the M&E Officer develops, maintains, and strengthens the M&E system, plan, tools, and procedures of the APO and Secretariat. This involves contributing to the preparations for and implementation of meetings involving APO Directors, NPO Heads, and Liaison Officers, in particular the Governing Body Meeting (GBM), Workshop Meeting of Heads of NPOs (WSM), Update Meetings with NPOs, APO Liaison Officers' Meeting (LOM), and other meetings.

### **Specific Duties:**

1. Develop and implement M&E policies, systems, and methodologies, ensuring the integration of evaluation methods and policy studies with broader productivity and socioeconomic development strategies;
2. Lead the development and implementation of change management strategies to support the successful integration of the M&E function, ensuring stakeholder engagement, capacity building, and the adoption of M&E processes across the organization and relevant stakeholders.
3. Facilitate communication and training initiatives to enhance understanding and acceptance of M&E policies, tools, and methodologies, aligning them with organizational goals and strategic priorities.
4. In close coordination with the Program Directorate, conduct the internal project evaluation to be reported at the WSM and provide feedback and substantive input to annual project and program planning;
5. In close coordination with the Program Directorate, provide analyses and recommendations on improvements to planning and reporting processes and deliverables of projects under the annual program plan;
6. Ensure the collection of documents and information that summarize Secretariat-wide efforts to report deliverables of the program plan to the Governing Body;

7. Provide substantive inputs for the preparation and compilation of official documents for the GBM, WSM, and LOM such as annual as well as biennial program plans, annual program budget, and other management reports;
8. Perform preparatory work for the APO annual program and budget for submission to the APO Governing Body;
9. Comply with the APO's Rules and Regulations and participate in ensuring that all updates and changes are incorporated accurately; and
10. Perform such other duties as may be assigned by the Secretary-General.

## **II. Minimum Qualifications:**

### **1. Experience:**

- A minimum of eight years of experience in international organizations, government institutions/agencies, the public sector, or large multinational private corporations.
- A minimum of five years of relevant experience in project management, with experience in M&E.
- 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 university, with an advanced degree in international development, economics, business administration, or related fields.

### **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:**

- Excellent interpersonal, negotiation, and communication skills in multicultural environments and international settings.
- Excellent communication skills in English.
- Excellent writing and editing/reviewing skills.
- Proficiency in Japanese would be an advantage.