



Vacancy

Department:	Executive Office
Post:	Executive Support Officer
Unit:	Executive Support Unit (ESU)
Classification:	Professional
Salary Level:	A competitive salary and benefits package based on experience are offered
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 for the position of Executive Support 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.

Context:

The Executive Support Unit (ESU) plays a pivotal role in ensuring the smooth operation of the organization's governance, executive functions, and high-level meetings. It supports the APO Secretary-General in ensuring that the organization's internal processes are well functioning and aligned with the organization's objectives. This includes the planning and smooth running of the annual Session of the APO Governing Body (GBM) and Workshop Meeting of Heads of National Productivity Organizations (NPOs) (WSM), which serve as the key decision-making and program-planning bodies of the organization, respectively.

The ESU also executes the organization's international cooperation strategy under the direction of the APO Secretary-General and is responsible for maintaining relationships with member economies, nonmember economies, and international organizations.

I. Duties:

Under the overall direction of the Director, Executive Office (EXO), the Executive Support Officer provides critical support for senior management, the Governing Body, and internal coordination mechanisms. Reporting to the Director, Executive Office, the officer is responsible for finalizing program and budget planning in close coordination with relevant departments for meetings involving APO Directors, NPO Heads, and APO Liaison Officers, particularly the annual GBM and WSM. The officer acts as the focal person to drive the Independent Evaluation by a Third Party, ensuring smooth coordination and follow-up actions to improve the performance, management, and compliance of the APO Secretariat through the development of an internal control system.

Specific Duties:

1. Act as a focal point for the annual GBM and WSM and biennial Liaison Officers' Meeting (LOM); lead the planning and execution of these meetings, ensuring that logistic, procedural, and documentation aspects are managed effectively; and ensure collaboration with another Executive Support Officer in the coordination and planning of budgets and institutional activities for meetings including the GBM,

WSM, and LOM and other engagements involving APO stakeholders such as the APO Chair/Vice Chairs, APO Directors, NPO Heads, and APO Liaison Officers.

2. Develop and manage meeting timelines, agenda preparations, and coordination of briefing materials for senior leadership and member economies and prepare and compile official documents for the GBM and WSM such as the annual financial report, annual program budget, and any other reports as required or requested.
3. Lead the Internal Committee for the Independent Evaluation by a Third Party, ensuring smooth coordination and follow-up actions, and draft key documents such as scope of work, remediation action plan, and annual progress report for submission to the GBM.
4. Facilitate overall coordination for preparatory work for the APO annual budget, program, and finances, including the tracking and facilitation of special cash grants for submission to the APO Governing Body; and Assist the Director of EXO in monitoring budget and program performance, assessing operating budgets and resource allocation, and reviewing budget proposals to ensure that they align with strategic objectives.
5. Establish, maintain, and strengthen working relationships and coordinate with member governments/ministries, NPOs nonmember governments, and other international organizations.
6. Lead discussions to streamline administrative procedures to improve productivity and develop new or revise existing procedures and practices, interpret and assess the impact of changes, and make recommendations for action.
7. Ensure consistent application and compliance with the APO Regulations and Rules and ensure that all updates and changes are incorporated accurately.
8. Oversee and provide advice and guidance to the staff of the ESU team in coordination with the Director of EXO, including planning and discussing individual work plans, integrating and coordinating work, and conducting performance appraisals.
9. Perform such other duties as may be assigned by the Director or Secretary-General.

II. Minimum Qualifications:

1. Experience:

- A minimum of five years of experience in governance support, executive office functions, or conference management within international organizations, governments, or diplomatic settings.
- Proven ability to develop and maintain sound working relationships with government representatives, public- and private-sector organizations, and other stakeholders.
- Proven ability to establish effective working relations in a multicultural team environment.

2. Education:

- A graduate from a reputable college or university, with an advanced degree in business administration, international development, 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.
- High levels of proficiency in both written and spoken English as well as strong report drafting and writing abilities are essential.
- Proficiency in Japanese would be an advantage.