November 2026

Vacancy Notice

Department:	**Knowledge Creation and Innovation Department**
Post:	**Program Officer**
Classification:	**Professional Category (P2)**
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 individuals with strong qualifications, experience, and the required mindset to join its Secretariat in Tokyo. Applicants must be nationals of APO member economies. Applications from women candidates are encouraged.

General Duties:
Under the direction and general supervision of the Head of the Department of Knowledge Creation and Digital Innovation, the Program Officer is responsible for planning, coordinating, implementing, monitoring, evaluating, and following up on assigned country and multilateral programs and projects in support of the APO Vision 2030 including working closely with member economies to strengthen their capacity to generate, adopt, and apply existing and emerging knowledge, innovation, and data-driven approaches that promote productivity growth for socioeconomic development.

Specific Duties:
1. Coordinate, implement, and monitor the execution of all assigned projects and programs in line with the APO strategic plans of member economies under the APO Vision 2030 in terms of project work plans, implementation schedules, and budgets.
2. Research and analyze new subjects in the industry, service, agriculture, and public sectors to support the development of programs and projects of APO member economies.
3. Organize knowledge-sharing activities, communities of practice, webinars, and research dissemination events to promote effective sharing and application of knowledge across member economies.
4. Assist APO members in preparing research reports, policy papers, technical publications, and knowledge products including monitoring their progress and ensuring timely delivery of technical outputs.
5. Strengthen working relationships and coordinating with member governments/ministries and NPOs on matters relating to the APO Governing Body such as the annual budget and program or related issues regarding the APO Convention and other APO Rules and Regulations.
6. Support member economies in implementing Vision 2030 by aligning country activities with the four strategic pillars, facilitating the achievement of strategic outcomes, and advancing the APO's roles as a catalyst, think tank, regional adviser, institution builder, and clearinghouse for productivity knowledge, as country coordinator;
7. Coordinate and provide technical, procedural, and performance guidance to General Service staff to ensure the effective delivery of the division's responsibilities while fostering a collaborative, high-performing, service-oriented team environment that supports the efficient functioning of the division.

8. Ensure consistent application of and compliance with the APO's Rules and Regulations and ensure that all updates and changes are incorporated accurately.
9. Prepare technical inputs to support activities involving APO members, including the annual APO Governing Body Meeting and Workshop Meeting of Heads of National Productivity Organizations, and manage communications with assigned members as country officer.
10. Perform such other duties as may be assigned by the Head of Department or Secretary-General.

Qualifications:

Education:

- A Bachelor's/Master'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.

Experience:

Required:

- A minimum of three years of experience with demonstrated ability in project management in government, international organizations, public/private enterprises, or training institutes and institutions of higher learning.

Desirable:

- 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.
- Experience in a multicultural work setting, with emphasis on respecting diversity.
- Experience using an enterprise resource planning (ERP) system (SAP or similar).

Language and Communication:

- High levels 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 spoken and written Japanese would be a significant advantage.

Other:

- Candidates must be the citizensof APO member economies.