

## **Opening for Director of the Administration & Finance Department Asian Productivity Organization**

The APO Secretariat is seeking a Director of the Administration & Finance Department.

**Term/Conditions:**

Fixed-term appointment for two years, renewable at the end of the term based on performance and upon mutual consent. Other conditions are determined by the Staff Regulations and Rules of the APO.

**Workplace:**

APO Secretariat, 1-2-10 Hirakawacho, Chiyoda-ku, Tokyo 102-0093.

**To apply:**

Please send your curriculum vitae together with a recent photo (4 cm × 5 cm) and a synopsis in English. Applications must reach the APO Secretariat by 24 April 2011 via postal mail or e-mail. Only those who are shortlisted will be contacted. Application documents will not be returned.

**Contact:**

Ms. C. Sakaguchi/Ms. Y. Sasaki  
Administration & Finance Department  
Asian Productivity Organization  
1-2-10 Hirakawacho  
Chiyoda-ku, Tokyo 102-0093

Phone: +81 (0)3-5226-3923

Fax: +81 (0)3-5226-3950

e-Mail: [job-2011a@apo-tokyo.org](mailto:job-2011a@apo-tokyo.org)

Please visit the APO website at [www.apo-tokyo.org](http://www.apo-tokyo.org) for detailed information on this employment opportunity.