

RECRUITMENT ANNOUNCEMENT

Industry Program Officer

The Asian Productivity Organization (APO), an intergovernmental organization headquartered in Tokyo, is seeking a dynamic and competent Program Officer for its Industry Department.

The functions of this position include the formulation, implementation, and evaluation of programs and projects in human resources development in the industry and service sectors. The main responsibilities include needs analysis, project planning, preparation of project documents, development of training manuals, selection of participants, identification and deputation of resource persons, and conducting follow-up action on projects implemented.

Applicants should possess a good knowledge and understanding of the productivity enhancement programs and socio-economic development needs of APO member countries, a high degree of resourcefulness and creativity, and analytical capability. They must be graduates from reputable colleges or universities, preferably with an advanced degree in economics, engineering, business management, or equivalent qualification, with i) substantial experience in consultancy work, training activities, economic analysis, project management, and report preparation; ii) at least five years of administrative experience in human resources development; iii) substantial involvement in regional or international conferences or similar activities; iv) good organizational and management skills; v) effective communication and presentation skills; vi) good interpersonal and public relations skills; and vii) proficiency in both written and spoken English. Applicants should be from APO member countries, in excellent health, and preferably between 35 and 45 years old.

Salary will be commensurate with qualifications and experience, comparable with similar positions in other international organizations, tax exempt in Japan for international recruits, plus other benefits. Appointment will be on a fixed-term basis for two years, and renewable thereafter upon mutual consent.

Interested candidates should send a resume with photograph by 15 October 2003 to:

*The Secretary-General
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Tel: 81-3-5226-3920
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*Please refer to the APO Web site at
www.apo-tokyo.org
for further details.*