

RECRUITMENT ANNOUNCEMENT

APO PROGRAM OFFICER

The Asian Productivity Organization (APO), Tokyo, an intergovernmental organization established to contribute to the socioeconomic development of Asia and the Pacific through productivity enhancement, is seeking a dynamic, resourceful Program Officer with considerable work experience in public relations, including publication production, and preferably productivity promotion.

The main responsibilities are: 1) plan and produce the monthly newsletter of the organization; 2) manage the APO Web site; 3) prepare and produce the annual report, corporate brochures, press releases, and other promotional materials; 4) manage public relations activities; and 5) coordinate with authors, editors, translators, and printers in the production of APO publications. This position will require occasional overseas travel.

Interested candidates must have at least a degree, preferably in liberal arts or English language studies, from a recognized college or university; a high level of proficiency in both spoken and written English; ability to relate and communicate well with people; 8 years of relevant work experience, and a good working knowledge and understanding of productivity and the socioeconomic development needs of Asia and the Pacific in general and APO member countries in particular.

Candidates must be citizens of APO member countries, in excellent health, and preferably between 30 and 40 years of age. Salary will be commensurate with qualifications and experience, tax exempt in Japan for international recruits, plus other benefits. Appointment will be on fixed-term basis for two years and renewable thereafter upon mutual consent.

Interested candidates should send a resume with photograph by 30 November to: The Secretary-General, Asian Productivity Organization, 1-2-10 Hirakawa-cho, Chiyoda-ku, Tokyo102-0093, Japan, e-mail: job-2006A@apo-tokyo.org, fax: 81-3-5226-3950.

Please visit the APO Web site at www.apo-tokyo.org for information on the mission and work of the organization.