



Vacancy

Department:	Program Directorate
Division:	Multicountry Programs
Post:	Program Officer
Number of Vacancies:	Three (Industry, Service, Public Sectors)
Classification:	Professional
Salary Level:	A competitive salary and benefit package based on experience is offered.
Term:	Fixed-term appointment for two years, with the possibility of reappointment at the end of the term based on performance and upon mutual agreement.

The Asian Productivity Organization (APO) is a regional intergovernmental organization comprising 21 member countries. 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 qualified individuals with strong qualifications, experience, and required mindset to join its Secretariat in Tokyo. Applicants must be nationals of APO member countries. Women are encouraged to apply.

I. Duties:

Under the direction and general supervision of the Principal Officer, Program Directorate, reporting to the Head of Division/Program Cluster, Program Officers are responsible for the following:

1. Project Management:

- **Project Planning:** Research and conceptualize new project topics in the industry, service, and public sectors which are directly relevant to APO thrust and focus areas; and prepare project profiles including background and rationale, proposed host countries, objectives, methodology and modality of implementation, and budget estimates.
- **Project Development and Preparation:** Coordinate with host countries on schedules, prepare project notifications, develop program details, identify and invite resource persons, organize participant selection committees, and prepare all administrative documents.
- **Project Implementation:** Coordinate with host countries on the implementation of assigned projects in the industry, service, and public sectors following work plans, schedules, and budgets; implement assigned projects including providing support for the timely start of various project phases or components; make logistic and administrative arrangements in cooperation with relevant authorities and partners; and identify problems or challenges and propose corrective actions.
- **Project Evaluation and Report:** Participate in project monitoring and evaluation and provide inputs to support project reporting requirements.

January 2022

2. Member Country and National Productivity Organization (NPO) Support:

- Prepare technical inputs to support various activities related to APO member countries, including the annual APO Governing Body Meeting and Workshop Meeting of Heads of NPOs, and maintain close communication with member countries.
- Contribute to the identification and development of initiatives to strengthen the capacities of NPOs and relevant institutions in member countries.

3. Outreach and Dissemination:

- Contribute to the dissemination of productivity messages through the APO Secretariat's digital platforms comprising news and updates on the website and SNS by writing relevant articles and reports on project implementation activities.
- Identify relevant topics, invite resource persons/speakers for the Productivity Talk series, and act as a moderator in relevant sessions.

4. Staff Relations and Management:

- Support the division and management in contributing to a productive work culture and ensuring positive relations in the division and throughout the Secretariat.
- Mentor and guide General Service staff in preparations for and implementation of projects.

5. Other Assignments:

Perform such other duties as may be assigned by the Secretary-General.

II. Qualifications:

The following four broad criteria comprising education, experience, mindset, and language and communication skills will be used as preliminary indicators for shortlisting candidates. Selection of those on the shortlist will include written exercises and interviews.

1. Education:

- A bachelor's degree in engineering, science, economics, or related fields with specialization in technology management from a reputable college or university for the industry/service sectors.
- Knowledge of econometrics and statistics, particularly of productivity indicators; practical applied knowledge of big data analytics will be an advantage.
- A bachelor's degree in law, political science, management, or related fields with specialization in public administration or public policy for the public sector.
- A higher degree in the above fields with a strong research background or other relevant internationally recognized professional qualifications/certification will be an advantage.

2. Experience:

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

January 2022

- Broad knowledge of productivity tools, techniques, and methodology, supported by practical onsite experience in designing and implementing productivity enhancement initiatives in the manufacturing, service, or public sector.
- Experience in a multicultural work setting, with emphasis on respecting diversity.

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:

- High level of proficiency in both written and spoken English; 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.