



Vacancy

Department:	Executive Office
Post:	Monitoring and Evaluation Officer
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 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 qualified individuals with strong qualifications, experience, and required mindset to join its Secretariat in Tokyo. Applicants must be nationals of APO member economies. Applications from women candidates are encouraged.

I. Duties:

Under the general supervision of the Director, Executive Office, and reporting to the Senior Officer, the Monitoring and Evaluation Officer develops, maintains, and strengthens the monitoring and evaluation system, plan, tools, and procedures of the APO. As a member of the Executive Office, the incumbent contributes to the preparation and implementation of the meetings involving APO Directors, NPO Heads and Liaison Officers, in particular the Governing Body Meetings (GBM), Workshop Meeting of Heads of NPOs (WSM), Update Meeting with NPOs and APO Liaison Officer Meeting (LOM).

Specific Duties:

1. Contribute to the development of evaluation policies, and develop evaluation systems and methodologies, facilitating the integration of evaluation methods and policy studies with general areas of productivity and socioeconomic development policies and strategies under the supervision of the Senior Program and Planning Officer and Director;
2. In close coordination with the Program Directorate, conduct the internal project evaluation to be reported at the WSM and provide feedback and substantive input to the annual project and program planning;
3. In close coordination with the Program Directorate, provide analysis and recommendations on improvements to planning and reporting processes and deliverables of projects under the annual program plan;
4. Ensure the collection of documents and information which summarize Secretariat-wide efforts to report deliverables of the program plan to the Governing Body;
5. Support the Senior Program and Planning Officer and Director to serve as a key partner to the Secretary-General and be at the heart of coordination and logistics in the execution of critical administrative duties and responsibilities;
6. Provide substantive inputs for the preparation and compilation of official documents for the GBM, WSM and LOM such as annual as well as biennium program plan, annual program budget, and any other management reports;

7. Contribute to reporting functions of the Office, including following-up on external relations activities;
8. Perform preparatory work for the APO annual program and budget for submission to the APO Governing Body;
9. Comply with the APO's Rules and Regulations and participate in ensuring that all updates and changes are incorporated accurately;
10. Perform such other duties as may be assigned by the Director or the Secretary-General.

II. Minimum Qualifications:

1. Experience:

- A minimum of eight years of experience in international organizations, government institutions/agencies, public sector, or large multinational private corporations.
- Proven ability to develop and maintain sound working relationships with government representatives, public- and private-sector organizations, and other stakeholders.

2. Education:

- A graduate from a reputable college or university, with an advanced degree in international development, economics, business administration or related fields.

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:

- Excellent interpersonal, negotiation, and communication skills in multicultural environments and international settings.
- Excellent communication skills in English.
- Excellent writing and editing/reviewing skills.
- Proficiency in Japanese would be a significant advantage.