



Vacancy

Department:	Executive Office
Post:	Senior Officer
Classification:	Professional
Salary Level:	A competitive salary and benefits 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:

Reporting to the Director, Executive Office, the Senior Officer is responsible for overseeing the management and coordination of program and budget planning; leading monitoring and evaluation functions of the organization; ensuring the preparation and implementation of the meetings involving APO Directors, NPO Heads and Liaison Officers, particularly the Governing Body Meetings (GBM) and Workshop Meeting of Heads of NPOs (WSM); and developing and managing external relations activities.

Specific Duties:

1. Act as Officer-in-Charge of the annual GBM and WSM, and biannual Liaison Officer Meeting (LOM); and prepare or support the preparation of official documents for the GBM and WSM such as the annual financial report, annual program budget, and any other financial management reports required or as requested.
2. Provide expert support and advice to the Director in planning and reporting functions including budgeting and financial follow-up; develop evaluation policies, systems and methodologies, integrate evaluation methods and policy studies with general areas of productivity and socioeconomic development policies and strategies, and ensure improvements to planning and reporting processes and deliverables of projects under the Annual Program Plan; coordinate Secretariat-wide efforts to report deliverables of the Program Plan to the Governing Body.
3. Strengthen working relationships and coordinate with member governments/ministries and NPOs on matters relating to the Governing Body such as the APO annual budget and program or related issues regarding the APO Convention and other APO Rules and Regulations.
4. Support overall preparatory work for the APO annual budget, program, and finances for submission to the APO Governing Body, including monitoring, analyzing, and advising on the utilization of budgetary resources and program performance; review past and current operating budgets and analyze trends in patterns of resource allocation, preparing comparative analyses of operating programs including assessing costs in relation to objectives achieved or services delivered; and

review and advise on budget and program proposals, evaluating priority in accordance with overall budgetary and program objectives and long term planning.

5. Provide advice to and support the Director in establishing, maintaining and strengthening the effective international cooperation for resource mobilization and expansion of networking.
6. Ensure consistent application and compliance with the APO's Rules and Regulations and ensure all updates and changes are incorporated accurately.
7. Make recommendations to senior management on program planning and policy development, and provide program planning, monitoring and evaluation information to facilitate management decision making; assist in preparing program directives and guidelines for program managers and provide interpretation of such material.
8. Lead assigned cross-functional teams to ensure the development and delivery of collective APO/Secretariat outcomes;
9. Represent the division and engage in various activities related to APO member economies, monitor and assess developments, and establish, manage and maintain close communication with assigned member countries as the senior country officer.
10. Manage and guide the staff of the team, including planning and discussing individual work plans, integrating and coordinating work, and conducting performance appraisals.
11. Perform such other duties as may be assigned by the Director or the Secretary-General.

II. Minimum Qualifications:

1. Experience:

- A minimum of twelve 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.
- Proven ability in leading and supervising units/teams.
- Proven ability to establish effective working relations in a multicultural team environment.

2. Education:

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

3. Mindset:

- Proactive, result-oriented leadership.
- Motivator, imparting confidence to others.
- People-oriented management style with attention to inclusiveness.
- 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.
- High level of proficiency in both written and spoken English as well as strong report drafting and writing abilities are essential.
- Proficiency in Japanese would be a significant advantage.