



Job Opportunity

Department:	Executive Office
Unit:	Executive Support Unit (ESU)
Post:	Associate Officer
Classification:	Professional
Salary Level:	A competitive salary and benefit package based on experience
Term:	Fixed-term appointment for two years, with the possibility of reappointment based on performance and 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 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. General Duties:

Under the overall direction of the Director, Executive Office (EXO), and reporting to the Senior Officer, the Associate Officer is responsible for performing a range of specialized tasks to support the management and coordination of program and budget planning; monitoring and evaluation functions of the organization, including the preparation for and implementation of meetings involving APO Directors, NPO Heads, and Liaison Officers; preparation for, implementation of, and completion/settlement of APO projects such as the Governing Body Meeting (GBM), Workshop Meeting of Heads of NPOs (WSM), Update Meeting with NPOs, and APO Liaison Officers' Meeting (LOM). The Associate Officer is also expected to assist in work related to international/regional cooperation, institutional relationship development, and others.

Specific Duties:

1. Prepare relevant documents, reports, submissions, and other information to support program activities and GBM/WSM/LOM preparation/organization by collecting required information, drafting sections of specified materials, etc.; prepare or draft circular letters, notes verbale, and other documents relating to the organization of the GBM/WSM/LOM and specific organization-wide planning workshops; and finalize proceedings;
2. Draft operational plans and prepare and coordinate for the issuance of letters of acceptance and other related documents to facilitate participation of delegates in the GBM/WSM/LOM, including assisting in required administrative processing for delegate participation and taking required follow-up actions;
3. Organize and maintain appropriate information and data files on GBM/WSM/LOM activities as well as records of international cooperation, institutional relationships, and international meetings;
4. Provide administrative and technical support to assist in arrangements for international cooperation

relating to membership, institutional relationships, and participation in international conferences and meetings;

5. In consultation with the Senior Officer of the ESU, provide technical support to the Director of the EXO to ensure smooth management and operation of EXO and Secretariat-wide activities and actions;
6. Assist the Director and senior officers in coordinating with Secretariat staff members, in close coordination with other GS supervisors, to ensure the efficiency and accuracy of Secretariat work;
7. Contribute to streamlining administrative procedures to improve productivity by participating in discussions of new or revised procedures and practices, interpreting and assessing the impact of changes, and making recommendations for action; and
8. Perform such other duties as may be assigned by the Senior Officer, Director, or Secretary-General.

II. Minimum Qualifications:

1. Experience:

- A minimum of six years of experience in international organizations, government institutions/agencies, the 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 to establish effective working relationships in a multicultural team environment.

2. Education:

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

3. Mindset:

- People-oriented management style and inclusiveness orientation.
- 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.
- A high level of proficiency in both written and spoken English and strong report drafting and writing abilities are essential.
- Experience in ERP system implementation would be an advantage.