



Vacancy

Department:	Program Directorate
Post:	Program Officer
Number of Vacancies:	One
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 economies. 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.

I. Duties:

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

1. Project Management:

- **Project Planning:** Synthesize, update, and generate information and data on the needs and challenges related to productivity enhancement across sectors of APO member economies including conducting assessment of the needs of National Productivity Organizations (NPOs) and gap analysis on policy and the institutional arrangements of national productivity movements; and prepare project profiles including background and rationale, proposed host government, objectives, methodology and modality of implementation, and budget estimates.
- **Project Development and Preparation:** Coordinate with host governments on schedules; prepare project notifications; propose, develop, and design programs including follow-up based on the analysis and synthesis together with the relevant stakeholders; identify and invite resource persons; and prepare all administrative documents.
- **Project Implementation:** Coordinate with host governments on the implementation of assigned project work plans, confirmed programs, 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; identify problems or challenges and propose corrective actions; and ensure that implementation is aligned with the intended objectives.
- **Project Evaluation and Report:** Participate in project monitoring and evaluation and provide inputs to support project reporting requirements.

2. Member Economy and NPO Support:

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

3. Outreach and Dissemination:

- Contribute to the dissemination of APO project reports and 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 productivity- and innovation-related policies from a reputable college or university.
- Knowledge of statistics, productivity measurement, and indicators; experience in handling firm-level productivity data as well as conducting macroeconomic analysis; and knowledge of practical applications of big data analytics will be an advantage.
- A higher degree in the above fields with a strong research and consultancy 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, consulting agencies, or training institutes and institutions of higher learning.
- 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 including skills in identifying emerging productivity issues.

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- 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 levels of proficiency in both written and spoken English with strong report drafting and writing abilities are essential.
- Excellent communication skills with proven ability to deliver focused, engaging presentations to broad-based audiences including through virtual platforms.