



## Vacancy Notice

<b>Department:</b>	<b>Executive Office</b>
<b>Unit:</b>	<b>Digital Information Unit (DIU)</b>
<b>Post:</b>	<b>Communications Officer</b>
<b>Classification:</b>	<b>Professional</b>
<b>Salary Level:</b>	<b>A competitive salary and benefit package based on experience is offered</b>
<b>Term:</b>	<b>Fixed-term appointment for two years, with the possibility of reappointment based on performance and upon mutual agreement</b>

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 Senior Officer, Executive Office, the Communications Officer is responsible for planning and developing materials for specific information topics and communication outputs, analyzing the impact and potential of strategic communications and public relations initiatives that increase the visibility and stakeholder awareness of the organization, and maintaining APO information resources and its publications.

#### Specific Duties:

1. Contribute to the development of and implement an outreach plan for the APO based upon an assessment of information needs and opportunities; organize dissemination of general and current information about the APO that enhances stakeholders' as well as the general public awareness of and support for the organization's vision and mission;
2. Write, edit or revise material for distribution in major publications of the organization as required, checking that these conform to the organization's information policy and standards for editorial and professional journalistic style, accuracy and objectivity, and providing guidance in this respect;
3. Draft talking points, speeches, messages and briefing notes for the Secretary-General, when required;
4. Identify the need for and produce high quality media and multimedia content for dissemination in member countries, and via APO's social media platforms;
5. Proactively build and maintain lines of communication and effective working relationships with key media outlets and organize press events, briefings and other media coverage, speaking for the Organization as delegated;
6. Develop, manage and enhance the APO website and other social media platforms;

7. Work closely with relevant departments of the Secretariat and other external stakeholders to identify and act on opportunities to publicize the mission and activities of the organization;
8. Coordinate internally and with external stakeholders such as authors, editors, translators, designers, and printers to produce professional media and communications materials, reports, publications, news, and other marketing collaterals;
9. Ensure copyrights and that the published content is plagiarism free, promptly notifying the supervisor of any issues while taking the necessary actions;
10. Supervise the Digital Information Unit under the supervision of the Senior Officer and Director of Executive Office for the effective and efficient service and deliverables; plan and discuss individual work plans, integrate and coordinate work, and conduct performance appraisals;
11. Propose and implement mechanisms to measure the effectiveness of communication and public relations initiatives and provide information and guidance to senior management on the most effective public information methods and approaches;
12. Provide inputs for the development of the brand strategy and identity of the organization;
13. 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 a global organization or public/private corporation with international networks in a corporate public relations capacity.
- Proven experience in establishing and managing strategic relationships with media, both internationally and in Japan.
- Excellent organization skills for public relations events such as press conferences, media events, or similar activities in the Asia-Pacific region.
- Experience in managing external partners and suppliers including contract management and negotiations.
- Strong knowledge and experience with digital media/social media tools, including Facebook, YouTube, LinkedIn, and X (formally known as Twitter), for enhanced public relations.

### **2. Education:**

- Master's degree in communications, media studies, journalism, international studies, marketing, or related fields from a reputable college or university.

### **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:**

- Highly effective, confident communicator with native-level proficiency in English.
- Proficiency in Japanese will be a significant advantage.
- Excellent writing and communication skills.