

JOB DESCRIPTION

Department: Administration and Finance Department
Post: Information and Public Relations Officer
Grade: P-1/2
Terms/Conditions: Fixed-term appointment for two years, with possibility for renewal

General Duties:

Under the direction and supervision of the Director of Administration & Finance Department, to develop communication and public relations strategies that effectively describe the organization and its activities, leading to increased visibility and positive perceptions of the organization. The Information and Public Relations Officer will be responsible for managing and monitoring the impact of communications programs and public relations activities; as well as to manage APO information resources, and its publications including books, training manuals, research reports, annual reports, reports of proceedings of projects, e-books, and monthly newsletter.

Specific Duties:

1. Develop effective communication strategies and public relations-related activities that lead to positive perceptions and greater awareness of the organization;
2. Manage the brand identity of the organization;
3. Prepare and produce materials and publications such as regular newsletters, annual reports, promotional brochures, free and priced publications;
4. Manage the websites and other social media sites belonging to the organization;
5. Coordinate with relevant departments and other stakeholders in preparing press releases, corporate brochures, and other materials to publicize the mission and activities of the organization;
6. Coordinate internally and with external stakeholders such as authors, editors, translators, designers, and printers for the production of books, e-books, reports and other publications of the organization;
7. Develop mechanisms to measure the effectiveness of communications programs and public relations initiatives;
8. Participate in programs and projects, both local and overseas, when assigned; and
9. Perform other duties as may be assigned from time to time by the Director or Secretary-General.

Qualifications and Experience:

1. A minimum of 5 years of experience in mid-management positions in the government, public/private corporation, training institute, or institute of higher learning;
2. A minimum Bachelor's degree in communications, journalism, English studies, marketing, or related fields from a reputable college or university. A Master's degree in the above fields may be an advantage;
3. Demonstrated ability to organize and/or facilitate public relations events such as press conferences, media events, or similar activities in the Asia-Pacific region;
4. Strong knowledge and understanding of current trends in digital media/social media
5. Experience in in liaising with international and/or regional media and managing strategic relationships to publicize organizational activities; and
6. Effective and confident communicator and presenter with native level proficiency in both written and spoken English. Proficiency in Japanese will be an advantage.

JOB DESCRIPTION

Post: **Program Officer**

Grade: **P-1/2**

Terms/Conditions: **Fixed-term appointment for two years, with possibility of renewal.**

General Duties:

Under the direction and general supervision of the Department Director, undertake the development, organization, implementation, evaluation, and follow-up of assigned programs and projects, such as research, training courses, workshops, study missions and country-specific projects mainly for but not limited to the industry, service and agriculture/food sectors.

Specific Duties:

1. Research, formulate, and develop projects and program plans in the assigned areas or topics for inclusion in the annual and two-year programs, along with implementation plans and budgets;
2. Formulate and prepare project documents, such as project notifications and addenda, letters of assignment/acceptance, schedules of daily activities/itineraries, correspondence, and similar documents, while ensuring both timeliness and high level of editorial quality;
3. Manage and coordinate the screening and selection of participants, assignment and deployment of resource persons/experts, and identification and recruitment of experts and lecturers for assigned projects;
4. Undertake the coordination of project implementation, evaluation, and follow-up activities of projects under the general fund, as well as projects under special cash grants from specific member countries;
5. Undertake the planning, coordination, implementation, and evaluation of the APO online learning programs and courses;
6. Monitor, review and report the outputs and outcomes of programs and projects/activities implemented;
7. Engage in various activities related to APO member countries, including the annual meetings of the APO Governing Body and national productivity organizations, and manage close communication with a specific member country as its country officer;
8. Review, assess, and implement the recommendations and suggestions of resource persons, lecturers, experts, and participants for continuous improvement;
9. Support and guide the work of General Service support staff; and
10. Perform other duties that may be assigned by the Department Director or the Secretary-General.

Qualifications and Experience:

1. A minimum of 5 years of administrative/supervisory experience in management or technological development in the government, public/private corporation, training institute, or institution of higher learning;
2. A minimum Bachelor's degree in business administration, economics, engineering, or related fields from a reputable college or university, with specialization in public administration, technology management, project management, multiple-stakeholder partnerships; a Master's degree in the above fields may be an advantage;
3. Demonstrated ability in project management as well as the ability to work on multiple projects with tight deadlines at the same time;
4. Knowledge of econometrics and statistics particularly on productivity indicators will be a strong advantage;
5. Experience in working in multicultural teams to successfully implement projects which include conferences, workshops, consultancy, training and research in the industry and service sectors, particularly in fields related to productivity and/or economic development; and
6. High level of proficiency in both written and spoken English, with highly effective communication skills and proven ability in presenting to high-level officials and business leaders.

JOB DESCRIPTION

Post: Project Assistant

Grade: GS-1

Terms/Conditions: Fixed-term appointment for two years, with possibility of renewal

General Duties:

Under the direction and supervision of the departmental director and program officers provide assistance in the preparation, implementation, and completion/settlement of projects and perform administrative/secretarial duties for the department.

Specific Duties:

1. Assist program officers in initiating projects by issuing project notifications and other related documents such as letters of acceptance/assignment for the selection and confirmation of project participants and resource persons/experts;
2. Assist program officers in logistical arrangements for projects by communicating and coordinating with host countries and resource persons/experts;
3. Assist program officers in preparing to implement projects by making travel arrangements, preparing certificates, and making other necessary arrangements;
4. Assist program officers in handling post project activities, such as settling and closing projects and disseminating reports and publications, etc.;
5. Assist program officers in coordinating the maintenance and updating of project timetables, budgets and accounts, and managing project document files;
6. Perform departmental administrative/secretarial tasks to assist program officers in carrying out their duties effectively;
7. Work with other staff in coordinating work improvement initiatives to ensure efficiency, accuracy, and high performance of the department; and
8. Perform such other duties as may be assigned from time to time by program officers, departmental director or the Secretary-General.

Qualifications and Experience:

1. A minimum of five years of previous relevant job experience in project administration, technical cooperation, secretarial work, office administration, or other related fields;
2. A minimum Bachelor's degree in a related subject or field;
3. Proficiency in reading, writing, and speaking English and Japanese;
4. Excellent computer skills particularly in Microsoft Word, Excel, and PowerPoint;
5. Work experience in an international environment with diverse nationalities and cultures;
6. Ability to perform multiple tasks in a timely and accurate manner;
7. Excellent communication skills and able to listen well, express ideas, and provide relevant, timely information; and
8. Demonstrated ability to work harmoniously with colleagues toward team goals.