

Vacancy Announcement

Asia-Pacific Network for Global Change Research

APN Programme Officer

3 March 2015

1. Who we are looking for

A Programme Officer for the Secretariat of the Asia-Pacific Network for Global Change Research (APN)

*1-year initial contract with possibility of extension

2. Duties and Responsibilities

◆ The successful candidate will:

- Plan and coordinate APN-hosted events, such as symposia, workshops and other meetings.
 - ✧ Work on the logistics preparation of international and domestic events and closely communicate with participants, travel agencies, hotels, etc.
 - ✧ Prepare documents and meeting materials.
- Manage APN, jointly with other APN Secretariat staff, funded collaborative research and capacity development projects on topics related to global change and other environmental issues.
- Manage, jointly with other APN Secretariat staff, other specific projects, such as partnership activities, commissioned projects, etc., and communicate with APN members, stakeholders (including national and regional governments), and other global change organisations, at domestic and international levels.
- Assist developing outreach and PR materials, such as research reports and articles, to be disseminated through the website. Work on the translation of English articles to Japanese for the Japanese website.
- Make domestic and overseas business trips, as needed.
- Perform, as necessary, other duties (including simple secretariat work) required by the head of the Development and Institutional Affairs Division of APN Secretariat.

3. Qualifications

◆ English: high proficiency in reading, writing, listening and speaking:

- Must be able to effectively communicate, verbally and in writing, with non-Japanese staff and APN Members.
- Must be able to write official texts in English with comprehensive contents.
- Non-native English speaker: Minimum of TOEIC 800, or comparable level, is required.

◆ Japanese: high proficiency in reading, writing, listening and speaking:

- Must be able to effectively communicate with Japanese staff and Japanese stakeholders, i.e. local and national authorities, vendors, etc.
- Must be able to read and write texts in Japanese with comprehensive contents.
- Non-native Japanese speaker: The Japanese proficiency exam N1 or N2, or comparable level, is required.

- ◆ **Master's degree or bachelor's degree in environmental science or associated fields is preferable.**
- ◆ **PC literacy**
 - Highly proficient in MS Office (WORD, EXCEL, PowerPoint) in both English and Japanese.
 - Knowledge on website content management is preferable.
 - Some knowledge of other applications is desirable.
- ◆ **The ability to work in a multi-cultural environment is essential.**

4. Contract term: 1 Year

- * Renewal of contract will be decided based on employee's performance and capacity.
- * Probationary period shall be placed for the initial 6 months.

5. Work location: APN Secretariat

4F, East Building, 1-5-2 Wakinohama Kaigan Dori,
Chuo-ku, Kobe 651-0073, Japan

6. Employment Conditions:

- Type of Employment: Fixed term full-time employee
- Hours of work: Discretionary Work System
 - *Basic working hours: from 9:00am to 5:30pm
- Holidays: Saturdays and Sundays, the end and the beginning of the year (29, 30, 31 of December and 2, 3 of January) and national holidays of Japan.
- Annual paid leave of 20 days, 5 days of summer holidays (paid). Other special leaves shall be provided, as needed and upon request.
- Compensation and benefits:
 - ◇ Salary shall be decided based on employee's professional background and academic degree.
 - ◇ Allowances (dependent, housing, commuting, and retirement) shall be provided, and travel expenses for relocation will be covered in accordance with the internal rules and regulations.
 - ◇ Social insurances (health, employee pension, unemployment and workers' accident compensation) are applicable.
 - ◇ Typical annual salary (Master degree, 30 years old, one dependent): 4 – 5.5 million Japanese Yen (before tax).
- Other working conditions are in accordance with the relevant internal rules and regulations.

7. Application and required documents

Applicants are required to submit the undermentioned documents to the APN Secretariat by email <ryamane@apn-gcr.org> by no later than 3 April 2015.

- Curriculum Vitae written in English or Japanese
- Two one-page cover letters - one in English **and** one in Japanese - illustrating why you

are interested in working at APN.

* Submitted documents will be used for the purpose of applicant screening only.
Personal information will not be disclosed, transferred or loaned to a third party under any circumstances without legitimate reasons.

*Submitted documents will not be returned to applicants, in principle.

Closing date: 3 April 2015, 24:00h Japanese Standard Time

➤ Selection Process:

After screening of the application materials, short-listed applicants will be contacted for interviews (face-to-face or by telephone).

8. Inquiries

- APN Secretariat: E-mail <ryamane@apn-gcr.org>
- For information about APN: <<http://www.apn-gcr.org>>