



Asian
Productivity
Organization

Head of Administration Division

日本に本部を置く国際機関での人事総務業務の統括

Job Information

Hiring Company

Asian Productivity Organization

Subsidiary

国際機関 アジア生産性機構

Job ID

1568142

Division

Executive Office, Administration Division

Industry

Other

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Contract

Location

Tokyo - 23 Wards, Bunkyo-ku

Train Description

Sobu Line Local (Mitaka-Ichikawa-Chiba), Suidobashi Station

Salary

Negotiable, based on experience

Work Hours

始業 9:30 終業 17:30 休憩 12:30~13:30 7 時間勤務

Holidays

土 日 祝日

Refreshed

December 19th, 2025 16:49

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

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 for the position of Head of Administration Division from qualified individuals with strong qualifications, experience, and required mindset to join its Secretariat in Tokyo.

General Duties:

Reporting to the Director, Executive Office, the Head, Administration Division, is responsible for the delivery of the full range of human resources (HR) management and development functions and services for the organization as well as for the effective management of general administrative (GA) affairs services of the Secretariat. The Head, Administration Division, coordinates with external agencies and service providers on all aspects relating to HR and administration operations, ensuring that policies, procedures, and practices are aligned with APO Regulations and Rules.

Specific Duties:

- Lead the development, implementation, and periodic review of HR policies, procedures, and systems covering all categories of staff; provide expert advice to senior management on HR strategy, organizational design, and change management; and ensure that HR policies and practices are consistent with the APO Regulations and Rules and informed by relevant Japanese labor and social security legislation.
- Plan, oversee, and ensure the implementation of HR-related services and tasks, including but not limited to payroll; the staff performance appraisal system; recruitment, orientation, and placement of staff; arrangements for the resignation/termination of staff, including termination payments; staff counseling on personnel/labor matters, etc. Interpret and administer conditions of service for all categories of staff, recommend the need for new or adapted HR policies and procedures, take corrective action to ensure appropriate HR services for APO Secretariat staff, and ensure compliance with APO Regulations and Rules while being guided by the general practices of Japanese national laws and regulations as required.
- Evaluate and determine training and development needs through job analysis, the performance appraisal system, organizational requirements, and regular consultations with management. Plan, design, and expand training and development programs based on the needs of the organization and individual staff members, provide advisory services to managers on organization planning and job design in view of program and skill requirements and career planning needs, and monitor the utilization of posts and staff resources.
- Plan and implement recruitment strategies and manage the appointment, salary scheme, transfer, and separation of staff members, including those under direct employment agreements and from personnel agencies while ensuring that recruitment and selection processes are fair, transparent, and aligned with APO policies and good HR practice; and oversee onboarding and induction to facilitate smooth integration of new staff.
- Manage staff welfare programs by administering matters related to health, social, and labor insurance arrangements and applicable staff education, housing, and commutation allowances; assist international staff members in the settling-in process upon joining the Secretariat; and promote activities to support staff welfare and ensure that staff entitlements and benefits are administered accurately in a timely manner.
- Facilitate matters relating to visa applications for staff members, including the issuance of notes verbale and other required documents; coordinate with the relevant visa-issuing authorities in Japan as well as in member countries as necessary; and maintain effective relationships with external agencies and service providers on HR-related matters.
- Act as a focal person with the engaged law firm and oversee legal, compliance, and contractual matters and determine the appropriate application of rules and regulations, particularly in relation to sensitive or contentious cases. If necessary, review and edit documents such as letters and other forms of official correspondence for the Secretariat.
- Under the guidance of the Director, Executive Office, lead the preparation and implementation of the election process of the Secretary-General, ensuring appropriate handling of confidential information, consistency and fairness in the application of approved procedures, and alignment with the Convention of the APO and relevant regulations, rules, and procedures. Serve as a key focal point for the review and improvement of SG election-related policies, procedures, and documentation when deemed required.
- Supervise general office administration, including conference/meeting support, documentation, filing information and record management, inventory control, and safeguarding of assets.
- Manage and guide the staff of the Administration Division, including planning and discussing individual work plans, integrating and coordinating work, providing coaching and guidance, and conducting performance appraisals.
- Ensure consistent application and compliance with the APO's Regulations and Rules including Staff Regulations and Rules and office memos and ensure that all updates and changes are incorporated accurately. Recommend the need for new or adapted HR and GA policies and procedures, advocating and explaining to management new policies as well as improved approaches to the delivery of HR and GA services.
- Perform such other duties as may be assigned by the Director, Executive Office, or the SecretaryGeneral.

[Employment Type]

Fixed-term appointment for two years, with the possibility of reappointment based on performance and upon mutual agreement

[Salary]

A competitive salary and benefits package based on experience are offered

[Workplace]

1-24-1 Hongo, Bunkyo-ku
Tokyo 113-0033, Japan

Required Skills**Minimum Qualifications:**

- At least 10 years of progressive professional experience in HR management and development, combined with GA operations in an international environment.
- Demonstrated expertise in HR policy development, recruitment, performance management, training and development, and staff welfare programs, with a sound understanding of labor and social security frameworks, including those of Japan as the host country of the Secretariat, and their implications for an international organization.
- Proven experience in managing GA services, including office operations, record management, inventory control, and coordination with external agencies, service providers, and relevant government counterparts.
- Familiarity with the regulations, rules, and governance frameworks of international or regional organizations, including staff regulations and rules and related administrative procedures.
- At least a bachelor's degree in business administration, human resource management, public administration, or a related field from a reputable institution.
- Business-level English proficiency (TOEIC score of 900 or higher), the official working language of the APO), and native-level Japanese fluency, with excellent oral and written communication skills in both languages.
- Demonstrated ability to lead and develop teams, provide strategic HR and administrative advice to senior management, and manage sensitive processes with discretion, integrity, and sound judgment.

Preferred Qualifications:

- A Master's degree in HR management, business administration, public administration, or a related discipline, or equivalent professional HR certification.
- Experience in organizational design, management change, and policy review within international or regional organizations.
- Experience in supporting governance or election/selection processes (e.g., senior-level officials, boards, or governing bodies) in an international or intergovernmental context.
- Applied knowledge of information systems and IT tools for HR and administrative functions.
- Strong ability to plan, prioritize, and manage multiple projects and workflows systematically under tight deadlines.
- Exposure to legal and compliance matters, including contract management and interpretation of organizational rules and regulations, preferably in coordination with external legal counsel and with due consideration of relevant host-country frameworks.

Company Description