



## **JOB VACANCY**

**Institute for Global Environment Strategies**

**APN Programme Officer for Communication and Scientific Affairs**

6 June 2017

The APN Secretariat is inviting applications from highly motivated individuals for the position of **Programme Officer for Communication and Scientific Affairs at the APN Secretariat, based in Kobe, Japan**. The work will be on a contract basis for a two-year term (initial 6-month probation period). The successful candidate should be able to report to the APN Secretariat by mid-August 2017.

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### **1. Position Description**

The Programme Officer for Communication and Scientific Affairs will:

- Work, under the supervision of the Head of Communication and Scientific Affairs Division, as the responsible staff in the daily implementation, administration and management of the APN's scientific activities, particularly the APN's Calls for Proposals under the Collaborative Regional Research Programme (CRRP) and Scientific Capacity Building and Enhancement for Sustainable Development in Developing Countries (CAPaBLE) Programme.
  - Work with the Programme Officer for Communications and Development on developing and publishing materials such as presentations, annual reports, science bulletins, etc.
  - Assist in and attend various international and national events related to issues of high relevance for the global change research and capacity development communities in the Asia-Pacific region
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### **2. Specific Duties**

- Assist in implementing the APN's Calls for Proposals, in particular in the following tasks:
  - compiling proposal information and provide initial feedback to proponents;
  - compiling proposal information for distribution to member countries.
- Assist in project management and related activities, in particular in the following tasks:
  - compiling contractual and financial documentation;
  - monitoring and recording the submission of reports, both scientific and financial, by project leaders;
  - checking that reports have fulfilled the requested APN requirements;
  - maintaining and archiving Secretariat documents related to CRRP and CAPaBLE programmes on a regular basis and ensure that the information on scientific activities funded by APN is regularly updated and accurate on the APN website;
- Assist Programme Officer for Communications and Development in maintaining a database catalogue/library of APN project-related publications both paper-based and web-based.
- Assist in designing and developing product-based information on the APN, including annual reports, science bulletins, and other publications as needed.
- Assist in organising and running APN meetings and events, for example with logistical arrangements and other preparations of the IGM/SPG Meetings (annual assembly meetings of APN) and other global change-related activities;

- As appropriate attend events and meetings that are of high relevance to global change research and capacity development in the Asia-Pacific region.
  - With guidance from the Head of Communication and Scientific Affairs Division, organise and attend APN Sub-Regional Cooperation (SRC) Meetings;
  - Other duties as appropriate and assigned by the Head of Communication and Scientific Affairs Division.
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### **3. Qualifications**

The ideal candidate:

- Has a Master's degree (with scientific and/or environmental background, preferably on global environmental change, or any related fields) with at least two years of work experience in an international organisation(s), preferably dealing with global environmental change issues;
  - Demonstrates strong English language ability (both spoken and written); and
  - Is highly proficient in MS Office applications and InDesign desktop publication software (knowledge of other computer software is desirable).
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### **4. Eligibility**

- Ideal candidate must be from an APN member country.
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### **5. Contract term: 2 Years**

\* Renewal of contract will be decided based on employee's performance, capability and APN's finances.

\* Probationary period shall be placed for the initial 6 months.

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### **6. Work location: APN Secretariat**

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

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### **7. Working conditions and remuneration**

- Type of Employment: Fixed term full-time employee
- Term of Contract: Two years (initial 6-month probation period)
- 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.
- Annual paid leave of 20 days, 5 days of summer holidays, and other special leaves shall be provided.
- 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 of IGES.
  - 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 IGES<sup>1</sup> rules and regulations.
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## 8. Application and required documents

- Applicants are required to submit the undermentioned documents to the APN Secretariat by email <yimanari@apn-gcr.org> by no later than 27 June 2017.
    - Curriculum Vitae written in English.
    - One-page cover letters in English 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: Tuesday June 27 2017, 24:00h Japan Standard Time** (i.e. 9 hours ahead of Coordinated Universal Time)
  - **Selection Process:**  
After screening application materials, short-listed applicants will be contacted for interviews (face-to-face or by telephone/skype).
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## 9. Inquiries

For more information, please contact Mr Yukihiro Imanari, Head, Development and Institutional Affairs Division, APN Secretariat:

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<sup>1</sup> The secretariat of APN is operating under the administrative umbrella of the Institute for Global Environmental Strategies (IGES)