

Programme Officer at the Secretariat of the Asia-Pacific Network for Global Change Research

The Secretariat of the Asia-Pacific Network for Global Change Research (APN) is inviting applications from highly motivated individuals for the position of **Programme Officer 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 anticipated start date of employment is 1 December, 2025; however, the actual start date is negotiable.

Position Description

The Programme Officer will:

- Work under the supervision of the Programme Director in the daily implementation, administration and management of APN's scientific activities, including APN's Calls for Proposals and Project Management under the Collaborative Regional Research Programme (CRRP) and Scientific Capacity Development Programme (CAPaBLE).
- Work under the supervision of the Programme Director on developing web content, maintaining databases, developing and publishing materials such as presentations, annual reports, science bulletins, press releases, social media news, etc., for a range of audiences.
- Assist in developing and delivering online, in-person and hybrid training materials and webinars.
- Assist in and attend a variety of institutional, international and national events on issues of high relevance for the global change research and capacity development communities in the Asia Pacific region.

Specific Duties and Responsibilities

Calls for Proposals for Scientific Research and Capacity Development

- Assisting in the implementation of the APN's Calls for Proposals, particularly the following tasks:
- Creating and announcing the call for proposals;
- Compiling proposal information and providing feedback to proponents;
- Coordinating the review process;
- Compiling proposal information for distribution to member countries;
- and
- Announcing the results of the call for proposals on the APN website.

Project Management for Scientific Research and Capacity Building Activities

Responsible for continuous project management and related activities, in particular the following tasks:

- Providing information to new project awardees and negotiating budgets;
- Working closely with the Administration division on project contracts and financial report documentation;

- Communicating with project leaders on a regular basis;
- Continuous monitoring and recording of project progress and submission of reports, both scientific and financial, by project leaders;
- Continuous monitoring, recording and reviewing project status by checking reports are fulfilled in accordance with APN requirements;
- Maintaining records related to the outputs of APN's scientific research and capacity building programmes and projects on a regular basis and ensuring that the information, including outputs, on scientific activities funded by APN are regularly updated and accurate on the APN website; and
- Analysing and synthesising scientific research and capacity building performance based on project leader surveys for evaluation and continuous improvement of the activities of APN.

Scientific Affairs

- Assisting in the preparation and delivery of online and in-person webinars and training materials, including the APN Proposal Development Training Workshops (PDTWs);
- Assisting in organising and attending APN institutional meetings, in particular APN Scientific Planning Group and Capacity Development Committee Meetings;
- As appropriate, representing APN at events and meetings that are of high relevance to global change research and capacity development in the Asia-Pacific region;
- Responding to queries from members and stakeholders on scientific affairs; and
- Engaging in other duties as appropriate and assigned by the Programme Director.

Knowledge Management

- Assisting Knowledge Management in maintaining a database of APN projects and related publications and ensuring the information is accurate and up-to-date;
- Assisting in compiling, designing and developing product-based information, including annual reports, and other publications as needed;
- Assisting in the publication process of the APN Science Bulletin;
- Assisting in the ongoing improvement of the online submission system, APNIS, to ensure a streamlined submission and review process of APN Calls for Proposals;
- Assisting in ongoing improvement of the APN website in terms of content, structure and design; and
- Developing content for newsletters, social media channels and other communication materials based on project outputs.
- Engaging in other duties as appropriate and assigned by the Programme Director.

Strategic Development

- As appropriate, support the creation of the 5th Strategic Phase M&E (Monitoring and Evaluation) Report and the development of the 6th Strategic Phase Plan (2026-2030).

Qualifications

The ideal candidate will have:

- A Master's degree (with scientific and/or environmental background, preferably on global environmental change, or any related fields) and at least two years of work experience in an

- international organisation(s), preferably dealing with global environmental change issues;
- Strong English language ability (both spoken and written) and reporting skills with attention to detail;
 - High proficiency in MS Office and Google Workspace applications;
 - Proficiency in graphic design tools, such as Adobe Illustrator and Photoshop, and desktop publishing tools, such as Adobe InDesign or Canva, is desirable;
 - Basic knowledge of HTML/CSS and XML is preferred; and
 - Knowledge of modern web development with Laravel/PHP, data analytics/manipulation with Python and SQL/database management is desirable.

II. Working Conditions

In accordance with IGES regulations¹

1. Salary and Benefit Schemes:

- ◆ Annual salary: Professional level (Associate staff) JPY 4.5 million - (the salary shall be decided based on educational background and experience).
- ◆ Allowances (commuting, dependent, housing (rent), and retirement) shall be provided, and travel expenses for relocation will be covered.
- ◆ Social insurance (health, employee pension, unemployment and workers' accident compensation) shall be provided.
- ◆ Holidays: Saturdays and Sundays, the end and the beginning of the year (29-31 December, 2-3 January) and Japan national holidays.
- ◆ Twenty days paid annual leave shall be provided per fiscal year (1 July to 30 June). ◆ Special holidays, including summer holidays as well as other leave, such as sick leave, are provided.

2. Employment Period

- ◆ The work will be on a contract basis for a two-year term (initial 6-month probation period).
- ◆ Renewal of contract will be decided based on employee's performance and capacity.

3. Place of Work

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

¹ APN is operating under the administrative arrangement of the Institute for Global Environmental Strategies (IGES).

4. Other Conditions

- ◆ Type of Employment: Fixed term full time employee.
- ◆ Basic working hours: 9:00-17:30 (Lunch time: 12:00-13:00) Monday to Friday.
- ◆ A Discretionary Work System shall be applied. More details shall be provided to the incumbent after they have been hired.
- ◆ Standard level of teleworking is set at 50% at the individual level. Teleworking location is basically at the employee's home.
- ◆ Measures to prevent passive smoking: Indoor smoking is prohibited.

III. How to Apply

- Ideally, candidates should be from an APN member country.
- Early-career individuals are highly encouraged to apply.
- Please submit your application by email to Ms Mami Oda, Head of Administration, APN Secretariat. Email address: moda@apn-gcr.org
- Submitted documents will not be returned to applicants.
- 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.
- Note that postal applications are not accepted.

1. Document to submit

Candidates should submit, in English:

- A cover letter outlining your motivation for the position;
- A 2-page Curriculum Vitae (CV) with the names and contact details of 2 referees; and
- Copy of advanced education transcript(s).

2. Application Submission Deadline:

The deadline for applications is **10 September 2025, midnight (JST)**.

3. Process of screening

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

The first round of interviews is scheduled for 22, 24, and 25 September.

Additional Information

For more information about APN, please refer to the below:

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