

Document Title	Job Description
Document Number	Effective Date 01 Nov 2023

Job Title : Program Executive	DEPARTMENT: Executive Office
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REPORTING TO: Functionally to Executive Office, Administratively to Director, HRU

MIMNIMUM QUALIFICATION

EDUCATION / TRAINING REQUIREMENT	WORK EXPERIENCE REQUIREMENT
<ul style="list-style-type: none"> University degree qualified or its equivalent. Minimum 5 year's experiece in project management (fresh graduates with some experience in university project management can be considered) 	<p>Critical Competencies:</p> <ul style="list-style-type: none"> Planning & organising Deciding & initiating action Presenting and communicating information Delivering results and meeting customer expectations Adapting and responding to change <p>Skillset:</p> <ul style="list-style-type: none"> Good command of English both written and spoken Proficient in MS Office applications Project management skills Strong sense of situation awareness Strong interpersonal skills Effective team work skills

RESPONSIBLE FOR project management, meeting documentation and record management of the APEC Secretariat. Reporting directly to Program Directors (PDs), the PE provides support and acts as primary contact for the PDs' fora of responsibility.

Principal Responsibilities:

A. Project Management

- Assist Program Directors (PDs) and liaise with Project Overseers (POs) on all elements of project management, such as project budgeting, preparation of contracts, funding arrangements for travelers, disbursement of project claims, and project monitoring and completion.
- Coordinate project processes and communicate with PO and stakeholders during the lifespan of each approved project, such as budget tracking, preparation of contracts, funding arrangements for travelers, disbursement of project claims, and maintain comprehensive project documentation for monitoring and completion, per requirements of the [Guidebook on APEC Projects](#) and the *ISO 9001 Quality Management System*.
- Monitor project progress, identify any potential issues and escalate them to the PDs.
- Consider the circumstances of each project, where appropriate, when:
 - determining airfare funding ceiling and providing approval of airfare quotations to funded travelers before issuing travel undertaking letters to them.
 - submitting disbursement claims on behalf of funded stakeholders (travelers, contractors, and service providers) of each project.
- Work with internal stakeholders and respond to POs and stakeholders' enquiries, such as funding availability, publishing requirements and status of disbursement.
- Provide guidance to POs on fulfilling project processes, reporting and publishing

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requirements in accordance with the various APEC guidelines and timelines requested by internal stakeholders.

- Performs other related duties as assigned.

B. Meeting Documentation and Support

- Monitor the timely collection, processing, uploading and submission of meeting documents, and the approval of non-member participation.
 - Support meeting logistics, such as planning action timeline, assigning document numbers, creating cover pages and customizing document request form for each meeting.
 - Assist PDs in the process of obtaining approval for non-member participation per [APEC Guidelines on Managing Cooperation with Non-Members](#), and where applicable, facilitate the request for invited guests' registration.
 - Collate, process and upload meeting documentation per [Submission of Meeting Papers – Tasks and Responsibilities Checklist](#).
 - Submit meeting documentation to the Documentation Centre and Information Manager in a timely manner.
 - Performs other related duties as assigned.

C. Record Management

- Update, maintain and comply with filing protocols for fora records.
 - Maintain up-to-date contact list of APEC fora.
 - Adhere to filing system per prescribed standards, and maintain all records of fora on APEC shared drive, website and modules in [APEC Information Management Portal \(AIMP\)](#).
 - Understand and follow the [Guidelines for Handing and Taking Over Process](#) in cases of portfolio reshuffling or taking up new assignments.
 - Where applicable, assist PDs to format/submit documents/reports, and upload them onto the APEC Collaboration System (ACS)
 - Performs other related duties as assigned.

Sketch of reporting relationships:

Org Chart:

Your Manager/Supervisor	Program Directors and Director, HRU
Direct Reports	Nil
Indirect Reports	Nil
Key Peers	Direct reports to unit Directors

AUTHORISED TO

Nil.