

WE ARE HIRING!

PROGRAM EXECUTIVE

Who We're Looking For

APEC Secretariat is seeking a highly motivated and detail-oriented individual who thrives in a fast-paced, collaborative environment. As a Program Executive, you will play a key role in supporting and managing initiatives that advance APEC's mission, ensuring programs are delivered efficiently and effectively across our member economies. You will work closely with internal teams, external partners, and stakeholders, contributing to projects that make a tangible impact on regional cooperation and economic growth.

This is a role for someone who enjoys managing projects, operating in a multicultural environment and takes pride in helping initiatives succeed from planning to implementation. You will be part of a team dedicated to strengthening international cooperation, promoting inclusive growth, and facilitating meaningful outcomes for the Asia-Pacific region.

Join us and help drive programs that enable sustainable development and deepen regional cooperation.

Key Accountabilities/ Duties

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.

1. 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 APEC Project guidelines.
2. Monitor project progress, identify any potential issues and escalate concerns to PDs accordingly.
3. 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 APEC funded stakeholders (travelers, contractors, and service providers) of each project.
4. Work with internal stakeholders and respond to POs and stakeholders' enquiries, such as regarding funding availability, publishing requirements and status of disbursement.
5. Provide guidance to POs on fulfilling project processes, reporting and publishing requirements in accordance with the various internal guidelines and timelines required by internal stakeholders.

B. Meeting Support and Documentation

Monitor the timely collection, processing, uploading and submission of meeting documents, and the approval of non-member participation.

1. Support meeting logistics, such as planning action timeline, assigning document numbers, creating cover pages and customizing document request form for each meeting, and other related pre-meeting and on-the-ground meeting support, as agreed with PDs and the Chair/Lead Shepherd.
2. Assist PDs in the process of obtaining approval for non-member participation and where applicable, facilitate the request for invited guests' registration.
3. Collate, process and upload meeting documentation per checklist.
4. Submit meeting documentation to the Documentation Centre and Information Manager in a timely manner.

C. Record Management

Update, maintain and comply with filing protocols for fora records.

1. Maintain up-to-date contact list of respective fora delegates.
2. Adhere to filing system per prescribed standards, and maintain all records of fora meetings and projects on the APEC Secretariat shared drive, website and modules

Role Specification

Education	Diploma / University Degree in relevant qualifications (fresh grads are welcome to apply)
Relevant experiences	3 to 5 years experience in administration and Project Management
Skill sets	<ul style="list-style-type: none"> • Proficient in MS Office applications. • Strong coordination skills. • Strong command of written and spoken English. • Able to multi-task and sharp at spotting errors. • Proven track records of good performance. • Project Management skills
Desired competencies (Essential / Critical)	<ol style="list-style-type: none"> 1. Planning and Organizing. 2. Deciding and Initiating Action. 3. Presenting and Communicating Information. 4. Effective Project Management. 5. Strong sense of situation awareness. 6. Strong work ethics. 7. Dependability & Accountable. 8. Dynamic in driving project timelines and goals. 9. Strong interpersonal skills - Clear and timely communication to senior client representatives at Directors Level. 10. Effective team work skills.