

VACANCY ANNOUNCEMENT

Programme Officer for Knowledge Management and Scientific Affairs

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 for Knowledge Management 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 available to report to the APN Secretariat in October or November 2023.

The Programme Officer is expected to contribute to the implementation of APN's [Fifth Strategic Plan](#), which aims to support a cohesive and interactive community of global change researchers, policymakers, practitioners and civil society across the Asia-Pacific region through innovative and transdisciplinary approaches that draw upon the extensive network of science-policy practitioners.

Position Description

Under the supervision of the Head of Knowledge Management and Scientific Affairs, the Programme Officer will:

- Coordinate and engage in the publication process of scientific and institutional materials, including the APN Science Bulletin, annual reports and other information products.
- Manage, maintain and improve APN websites, web applications and databases, including server infrastructure.
- Develop public information, including newsletters, social media posts, press releases and announcements.
- Monitor and report on APN's communication, outreach and dissemination activities.
- Support the organisation of meetings and events, including developing meeting documents, presentation materials, promotional materials, reports, and providing technical support.
- Interact with stakeholders in the global environmental change community to promote APN and explore opportunities for collaboration.

I. Specific Duties and Responsibilities

Knowledge Management

- Managing and maintaining a database of APN projects and related publications and ensuring the information is accurate and up-to-date.
- Compiling, designing and developing project-based information, including APN's science bulletin, annual reports, annual presentations, and other publications as needed.
- Coordinating and engaging in the publication process of the APN Science Bulletin, including the peer review, production and publication.
- Working with the Scientific Affairs team to maintain records related to the outputs of APN's scientific research and capacity building programmes and ensuring that the information, including outputs on scientific activities, is regularly updated and accurate on the APN website.
- Engaging in monitoring the impacts of APN activities and outputs, including through web statistics and citation analyses and collection of data and information from other sources.

Web Management

- Leading the maintenance and ongoing improvement of the APN website in terms of content, structure, design, performance and security.
- Leading the ongoing maintenance and improvement of the online submission system, APNIS, to ensure a streamlined submission and review process of APN Calls for Proposals.
- Ensuring the performance and security of APN's web servers, including keeping server software, applications and plugins up-to-date.
- Providing overall technical leadership in matters relating to servers, websites and web applications.

Communication, Dissemination and Outreach

- Developing content for newsletters, social media channels and other communication materials based on project outputs.
- Developing announcements, summary reports, press releases and other public information for in-house activities, such as meetings and webinars.
- Engaging with stakeholders in the international global environmental change community to promote APN and explore opportunities for collaboration.

Meetings, Events and Others

- Supporting the organisation of scientific and institutional events, including developing meeting papers, presentations and reports, and providing technical support to ensure smooth conduct of such meetings and events.
- Engaging in developing and delivering online, in-person and hybrid training materials and webinars.
- Performing other assignments as instructed by the Head of Knowledge Management & Scientific Affairs or the Secretariat Director.

II. Qualifications and Experience

The ideal candidate will have:

- A Master's degree (preferably with scientific or environmental background in 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.
- Native or near-native English language ability (both spoken and written) with excellent and demonstrable communication and reporting skills.
- High proficiency in MS Office and Google Workspace applications.
- Strong analytical, problem-solving and communication skills.

Specifically, the candidate will have the following technical capabilities:

1. Publications and metadata management

Essential

- Demonstrated experience in producing high-quality annual reports, posters and other information materials.
- Proficiency in using Adobe Illustrator and Adobe InDesign.
- Knowledge and experience with academic journal publishing processes.
- Familiarity with common citation styles (APA, MLA, Chicago, etc.) and strong attention to detail.

Preferred

- Proficiency in the Python programming language for data retrieval and analysis.
- Knowledge of manipulating data in various formats such as CSV, JSON and XML.
- Experience working with Crossref metadata API and other citation impact monitoring tools such as Altmetric.

2. Web and information systems

Essential

- Demonstrated experience in maintaining and managing content on WordPress websites.
- Demonstrated experience in managing relational databases using the SQL language and database management tools such as phpMyAdmin and DBeaver.
- Demonstrated experience in managing cloud-based Linux servers.
- Experience in using the Git version control system.

Preferred

- Experience with the LAMP stack (Linux, Apache, MySQL, PHP) for web development.
- Experience in PHP development using the Laravel framework.
- Experience in modern web design tools such as Figma and Sketch.
- Knowledge of one or more frontend frameworks, such as React or VueJS.
- Familiarity with frontend and backend development tools such as Composer, Webpack, Gulp, Wordpress CLI, etc.
- Familiarity with CD/CI workflows using GitHub actions and other deployment tools.

III. Working Conditions

In accordance with IGES¹ regulations the following working conditions will apply:

1. Salary and Benefit Schemes

- Annual salary: Professional level (Associate staff) JPY 4.5 million - 6.5 million (the salary shall be decided based on educational background and work 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 December to 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.

3. Place of Work

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

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, including teleworking arrangements, shall be applied. More details shall be provided to the incumbent after they have been hired.
- Measures to prevent passive smoking: Indoor smoking is prohibited.

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

IV. How to Apply

- Ideally, candidates must be from an APN member country.
- Early-career individuals are highly encouraged to apply.
- Please submit your application by email to Ms Miki Amau, Head of Administration, APN Secretariat. Email address: mamau@apn-gcr.org
- 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 applications must be made electronically. Postal applications are not accepted.

1. Documents to submit

Candidates should submit, in English:

- A cover letter outlining your motivation for the position.
- A 2-page Curriculum Vitae (CV).
- Names and contact details of 2 referees.
- Copies of undergraduate and postgraduate degree certification.
- Samples of past work, where relevant.

2. Application Submission Deadline

The deadline for applications is **30 June, 2023 midnight (JST)**.

3. Screening Process and Selection of Applicants for Interview

After screening application materials, short-listed applicants will be contacted for interviews most likely in early August. This process may take time, so we ask all applicants to be patient and avoid contacting the Secretariat during this time. We will aim to have interviews in the third week of August, 2023.

V. Additional Information

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

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