

Document Title		Job Description
Document Number JD-01	Effective Date 25 January 2018	

Job Title : Executive Director	DEPARTMENT: N.A.
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REPORTING TO: APEC Senior Officials through SOM Chair

RESPONSIBILITIES:

The Executive Director's major functions are to:

1. Serve as a neutral voice, who acts and speaks for the interests of all 21 Member Economies;
2. Act as APEC's spokesperson, promoting APEC's work and achievements to the public, media, business and relevant international/regional institutions;
3. Facilitate the timely and effective execution of APEC's work program as mandated by Leaders and Ministers, effectively supporting APEC's agenda intersessionally, maintaining the momentum of APEC's work between the SOMs as well as from year to year;
4. Ensure that the Secretariat serves as the repository of institutional memory, providing continuity in APEC's work and activities;
5. Be responsible for the effective management of the Secretariat – rationalising administrative functions, instilling efficiency and financial discipline, and adopting a forward-looking approach to organisational and financial matters to ensure continuity and consistency;
6. Be responsible for the performance and output of all Secretariat staff, including the Program Directors.

The Executive Director shall:

1. be responsible to the APEC Senior Officials' Meetings and to all Meetings of APEC Ministers and Leaders when they are in session;
2. take charge of the Secretariat and be responsible for the discharge of all the duties and responsibilities entrusted to the Executive Director by the APEC Senior Officials' Meeting (SOM), the APEC Ministerial Meetings and the APEC Leaders' Summits;
3. initiate, advise, coordinate and implement APEC activities;
 - (a) develop and provide the regional perspective on subjects and issues before APEC;
 - (b) ensure the timely and efficient implementation of endorsed APEC projects and initiatives;
 - (c) conduct and collaborate in approved research activities and convene meetings of officials and experts as required;
 - (d) plan, program, coordinate, harmonize and manage all approved capacity building activities.
4. serve as spokesperson and representative of APEC on all matters,
 - (a) conduct consultations with the Member economies, the private sector, the non-governmental organisations and other constituencies of APEC;
 - (b) coordinate APEC dialogues with international and regional organisations;
 - (c) promote APEC's work and achievements to the public, media, business and relevant regional and international institutions.
5.
 - a) be the Secretary to all the APEC Ministers' Meetings;
 - b) report to the APEC Ministerial Meeting on all aspects of cooperation which APEC and the Secretariat are engaged in and offer related assessments and recommendations.;
 - c) participate in and provide technical support to all APEC Senior Officials' Meetings;
 - d) participate in and provide technical support for the Ministers' Responsible for Trade (MRT) meetings, the APEC Finance Ministers' Meetings, and other APEC Ministerial-level Meetings;
 - e) participate in and provide technical support for the APEC Business Advisory Committee (ABAC) meetings.
6.
 - (a) ensure that the APEC Sub-fora and other similar bodies are informed of the directives of the APEC SOMs and on relevant current developments in the activities of APEC;
 - b) act as the channel of formal communications between: (i) APEC Fora, Sub-fora, and the SOMs; as well as (ii) the Secretariat and other international organisations and Governments.
7. administer funds established for APEC cooperation;
8. prepare the Annual Budget Estimates of the Secretariat for the approval of the Budget and Management Committee Meeting;
9. act as custodian of all APEC documents;
10. be responsible for the Secretariat's security; and
11. prepare an Annual Report (of the previous year) as well as a Work Program for the year ahead for submission to the APEC Senior Officials Meeting at the First Senior Officials' Meeting every year (SOM1).
12. address communications directly to the Member economies;
13. ensure organisational discipline in the Secretariat and have authority to recruit, terminate or promote staff under the provisions of this Agreement and such other Rules and Regulations as may hereafter come into effect;
14. exercise the administrative and financial powers vested in the Executive Director under the provisions of this Agreement and such other Rules and Regulations as may hereafter come into effect;
15. carry out any other duties assigned by the APEC SOM.