

APEC: Information Manager Vacancy

Asia-Pacific Economic Cooperation (APEC) is a unique cooperative, multilateral economic forum that has been successful in promoting regional economic growth through trade and investment liberalisation and facilitation, and capacity building.

Based in Singapore, the APEC Secretariat is looking for a highly qualified **Information Manager**, responsible for overseeing meeting document management and information resources and services.

Tasks include:

- Establish, maintain, and improve systems and processes to effectively capture, retrieve, and manage APEC meeting documents.
- Manage day-to-day administration of APEC Meeting Document Database (MDDDB)
- Provide induction training on specific areas for all new staff.
- Provide strategic inputs on knowledge management and information management initiatives
- Ensure management of information resources and services.

The key deliverables include:

- All meeting documents are accurately captured and accessible to all stakeholders.

APEC Secretariat staff are suitably trained in meeting document management and equipped with related skills and knowledge to carry out required tasks.

- Strategic inputs on knowledge management and information management initiatives
- Relevant information resources and services are managed and provided.

The successful candidate must be from an APEC member economy and must possess the following:

- Bachelor's degree in Information Studies or Library Science.
- At least 5 years of experience in information agency/library management
- Excellent command of the English language and able to communicate in writing in all sorts of formats
- Strong written and communication skills in English
- Organized and meticulous
- Able to work independently
- Able to work well across different cultures and levels
- Adaptable
- Keen ability to exercise judgement and flexibility
- Leadership skills
- Proactive

Details of the post and information about APEC can be viewed at www.apec.org. A competitive Singapore-based package will be offered to the successful candidate. Your application must include a

cover letter and a comprehensive resume detailing your qualifications and experience, three references and expected salary. **Your application must indicate how your experience and qualifications match those required.** Applications should reach us no later than 10 March 2025 via admin-hr@apcc.org to the Director (Human Resources), APEC Secretariat, 35 Heng Mui Keng Terrace, Singapore 119616.