



JOB DESCRIPTION

POSITION TITLE: POLICY OFFICER

Location: Tokyo

Term of Appointment: Standard (non-term) contract

ABOUT IFIAR

Established in 2006, the International Forum for Independent Audit Regulators (IFIAR) comprises independent audit regulators from over 50 jurisdictions covering more than 70% of global capital markets. Dedicated to serving the public interest and enhancing investor protection, IFIAR provides a platform for dialogue and information-sharing regarding audit quality matters and regulatory practices around the world, and promotes collaboration and consistency in regulatory activity. Additional information on IFIAR can be found on our [website](#).

In 2017, IFIAR established a Secretariat team based in Tokyo to support the IFIAR Chair and Vice-Chair (The Officers) and Board (including two Board Committees) in carrying out their mandates, as set out in the IFIAR Charter, and support IFIAR's Working Groups and Task Forces with their activities, as necessary. The Secretariat also assists the broader membership.

IFIAR will soon be appointing a new Executive Director. The Secretariat currently comprises three Senior Policy Officers, one Senior Policy Officer engaged on a term secondment basis concluding at end-2025, and an administrative assistant. The Secretariat is currently seeking to add a staff member at the Policy Officer level; an individual with a positive, can-do attitude is sought. This document outlines the responsibilities, desired skills and experience for the position.

THE POSITION AND RESPONSIBILITIES

The Policy Officer's responsibility is to carry out the tasks of the IFIAR Secretariat in conjunction with the other Secretariat staff, supporting Senior Policy Officers (SPOs) on some tasks and reporting directly to the Executive Director (ED) or Working Group Chairs / Task Force Leads on others. The Secretariat primarily supports the Officers (Chair and Vice-Chair) and Board in carrying out their mandates as set out in the IFIAR Charter, and also supports Working Groups, Task Forces and other teams as required, and responds to and assists with a broad variety of Member queries. Given the Secretariat's global reach, **staff are required to accommodate the various time zones of the Officers and IFIAR Members** for conference calls. International travel may be required.



Responsibilities: Secretariat work is dynamic and evolves based on IFIAR's needs. Policy Officers are expected to be flexible and adaptable in supporting this work. Depending on the nature and complexity of the task and the Policy Officer's experience, responsibilities may be carried out:

- Independently;
- Under the supervision of a Senior Policy Officer; or
- Collaboratively with other Secretariat team members.

The Policy Officer will report to the Executive Director. Key responsibilities of the Policy Officer include:

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| 1. | Provide support to the ED of the Secretariat in: <ul style="list-style-type: none">• Developing annual Operating Plans to execute on IFIAR's mandate, including monitoring delivery of the operating plans in the context of the strategic plan• Preparing agendas, minutes, policy and decision-making papers as well as logistical arrangements for Board and Board Committee meetings and conference calls, and Plenary meetings• Preparing and conducting elections for Officers and Board members, and other decision-making procedures• Managing and administrating activities related to the IFIAR legal entity• Preparing reports to IFIAR membership on IFIAR's activities• Maintaining well-organized communication with the Membership• Other membership matters |
| 2. | Provide support to IFIAR's Working Groups, Task Forces and other teams with their ongoing operations, as needed. |
| 3. | Assist the ED and Senior Policy Officers in managing external communications and maintaining effective and constructive relationships with other international organizations, international standard setters, and other stakeholders with the aim of enhancing IFIAR's public profile and impact. |
| 4. | Monitor compliance with IFIAR's Charter and policies, and relevant Japanese laws and regulations. |
| 5. | Maintain the IFIAR website, IFIAR's historical files and archives, and respond to correspondence from Members, circulate IFIAR communications, and carry out administrative tasks. |
| 6. | Perform relevant research to support policy development and other workstreams. |
| 7. | Undertake any other work or functions assigned by the ED/SPO. |



COMPETENCIES AND EXPERIENCE

The ideal candidate will possess these qualifications.

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| 1. | Competencies | Excellent team work and collaboration skills, including the ability to work effectively with people of different professional, cultural and national backgrounds. |
| | | Proven experience dealing with ambiguity and changing priorities. |
| | | Strong diplomacy skills and ability to maintain effective communications and relationships with internal and external stakeholders. |
| | | Strong analytical skills and the experience in facilitating consensus amongst diverse groups. |
| | | Excellent oral and written communication skills. |
| | | Neutrality with respect to particular regulatory approaches. |
| | | Willingness to take responsibility and be accountable. A proactive, positive 'can do' attitude is greatly desired. |
| | | Fluency in written and spoken English. Fluency in another major language is desirable. |
| 2. | Experience | Practical experience engaging with audit, legal and/or regulatory work; or a compliance or administrative role within a large multi-jurisdictional enterprise. |
| | | Knowledge and understanding of audit oversight or practical experience in legal or policy work across multiple jurisdictions. |
| | | Desirable: <ul style="list-style-type: none"> - Knowledge and understanding of international public policy, especially in the financial regulatory domain. - Knowledge of IFIAR, how it works and its strategic direction. |
| | | Minimum of several years post-graduate working experience. |
| 3. | Academic Credentials | University degree. |
| | | Desirable: CA, CPA, or other membership of an equivalent professional accounting body or relevant legal qualification. |