

ADB Vacant Job Post

ADB | Associate Safeguards Analyst

Deadline for application: October 21, 2020

Place of work: Manila

The Associate Safeguards Analyst will support the Office of the Director General, East Asia Department (EARD) Safeguard Team in all relevant technical and administrative tasks; liaise with project teams and provide guidance to other project assistants and analysts in EARD who are involved in safeguard compliance monitoring. They will also provide support to project processing and implementation, improving project performance, and undertake document review relating to safeguards. The position is assigned in the Office of the Director General of East Asia Department, which is responsible for relationships concerning ADB operations with Developing Member Countries in the East Asia sub-region, with other multilateral and bilateral development agencies and other key stakeholders on matters relating to the subregion. To qualify for this position, the applicant must have a Bachelor's degree in Social Sciences, or other related disciplines, preferably with advanced training. They should also have at least 5 years work experience in environment, involuntary resettlement and/or indigenous people/ethnic minorities safeguards.

Source: <https://www.adb.org/careers/200465>

ADB | Senior Operations Assistant

Deadline for application: October 20, 2020

Place of work: Palau

The Senior Operations Assistant provides support for maintaining client relationships, for delivering assistance operations, and for office administration in the Palau Pacific Country Office (PCO). He/She supports the management of relations with external and internal clients, and consultations with external partners and relevant ADB departments. He/She assists on financial, budgetary, and administrative functions of the Pacific Country Office. He/She provides assistance to teams and missions involved in ADB's assistance programs, particularly on project processing and administration. The position is assigned in the Palau Pacific Country Office within the Pacific Department (PARD). PCOs support PARD in managing its relationships with clients; in planning, processing, and implementing ADB's projects and programs; and in building capacities and sharing knowledge in Palau. To qualify for this position, the applicant must have a Bachelor's Degree in economics, finance, engineering or related fields, preferably with advanced training. They should also have at least 5 years of professional experience in the public sector or in organizations that interact regularly with local or national government.

Source: <https://www.adb.org/what-we-do/covid19-coronavirus>

ADB | Associate Project Officer

Deadline for application: October 20, 2020

Place of work: Manila

The Associate Project Officer provides support and coordination to the portfolio performance of the division, particularly in providing technical support to project teams in project processing and project administration. The position is assigned in the Transport and Communications Division within the Central and West Asia Department. CWRD is responsible for maintaining client relations and delivering ADB assistance to countries in the Central and West Asia region. CWTC helps build transport infrastructure and

provides technical assistance (TA) to support transport sector development in the Central and West Asia region. CWTC also develops strategic regional plans for transport and trade facilitation infrastructure and policy directions. To qualify for this position, the applicant must have a Bachelor's degree, preferably in social sciences, engineering, economics or related disciplines. They should also have at least 6 years relevant work experience, preferably in project development and administration.

Source: <https://www.adb.org/careers/200452>

ADB | Principal Portfolio Management Specialist

Deadline for application: October 19, 2020

Place of work: Manila

Oversee the department's overall portfolio management. Lead the preparation of and monitor the achievement towards annual portfolio management plans and goals. Guide sector/country portfolio reviews. Drive portfolio related knowledge sharing activities. The position is assigned in the Office of the Director General (SEOD) within the Southeast Asia Department (SERD). SERD is responsible for maintaining client relations and delivering ADB assistance to countries in the Southeast Asian region. SEOD provides overall support to the SERD management in terms of programming, portfolio management, results monitoring, and implementation of ADB's long-term strategic framework to deliver projects that create economic and development impact in the region. To qualify for this position, the applicant must have a Master's Degree, or equivalent, in Business Administration, Economics, Social Sciences, or other relevant fields. University degree in Economics, or other relevant fields, combined with substantial specialized experience in similar organization/s, may be considered in lieu of a Master's degree. They should also have at least 12 years of relevant professional experience in project and project management, organizational development, policy formulation at senior levels.

Source: <https://www.adb.org/careers/200427>

ADB | Assistant Treasurer

Deadline for application: October 19, 2020

Place of work: Manila

The Assistant Treasurer is responsible for planning, managing and directing the Division's work program, and accountable for people management, productivity and quality of work outputs, and optimum utilization of available budget resources to support overall operations of the Treasury Department Treasury Service Division. The position is responsible for managing the following operations: (i) cash management, (ii) correspondent banking management, (iii) cash projection, (iv) cash reconciliations, (v) disbursements and payments, (vi) collections, (vii) post-trade operations of capital market activities and (ix) capital subscription and contribution management, as well as managing process automation, related IT projects, and organizational resilience initiative for the department. The Assistant Treasurer works within a broad concept and framework to define own scope and objectives and activities, applying a high level of freedom in selecting appropriate methods and approaches. To qualify for this position, the applicant must have a Master's degree or equivalent; University degree in Accounting, Finance, Economics, Business Administration or related discipline, and at least 10 years ADB work experience. They should also have at least had minimum of 15 years of relevant experience in banking, and/or treasury management

Source: <https://www.adb.org/careers/200444>