

## Private Sector Development Specialist

POSITION NUMBER : TBD  
CATEGORY AND POSITION LEVEL: IS4  
RECRUITMENT TYPE : International  
POSITION LOCATION : VRM (Viet Nam Resident Mission)  
TYPE OF APPOINTMENT : Special Fixed-Term

### IMPORTANT INFORMATION:

This is a 2-year special fixed-term appointment. At the end of the period, the appointment may, at the option of ADB, be extended on exceptional basis for a further fixed period or allowed to lapse. A special fixed-term appointment will automatically and without prior notice expire at the end of the original or extended term. If the successful candidate is an ADB staff member holding a regular appointment, his/her regular appointment will be converted to a special fixed-term appointment.

Close relatives<sup>1</sup> of ADB staff, except spouses of international staff, are not eligible for recruitment and appointment to staff positions. Applicants are expected to disclose if they have any relative/s by consanguinity/blood, by adoption and/or by affinity/marriage presently employed in ADB.

### Overview

Asian Development Bank (ADB) is an international development finance institution headquartered in Manila, Philippines and is composed of 67 members, 48 of which are from the Asia and Pacific region. ADB is committed to achieving a prosperous, inclusive, resilient, and sustainable Asia and the Pacific, while sustaining its efforts to eradicate extreme poverty. ADB combines finance, knowledge, and partnerships to fulfill its expanded vision under its [Strategy 2030](#).

ADB only hires nationals of its [67 members](#).

The position is assigned in the Viet Nam Resident Mission (VRM) within the Southeast Asia Department (SERD). SERD is responsible for maintaining client relations and delivering ADB assistance to countries in the Southeast Asian region. VRM is responsible for country partnership strategy, policy dialogue and client relationship, business development, knowledge management, project quality assurance, sector analytic work, and loan and technical assistance processing and administration in Viet Nam.

To view ADB Organizational Chart, please click [here](#).

### Job Purpose

The Private Sector Development Specialist will promote greater private sector participation in ADB's Viet Nam country operations. Design, process, implement and administer projects and technical assistance (TA) programs that promote private sector development and increased non-sovereign operations in Viet Nam. Explore and pilot innovative financing mechanism that encourage increased commercial funding, technology transfer, and small- and medium-sized enterprise (SME) participation across ADB operations. Carry out diagnostics and undertake

---

<sup>1</sup> Close relatives refer to spouse, children, mother, father, brother and sister, niece, nephew, aunt and uncle

private sector outreach to understand the regulatory and operational constraints to an improved business enabling environment and increased ADB non-sovereign operations in Viet Nam. He/She will support regional activities in the Greater Mekong Subregion (GMS), such as the Mekong Business Initiative (MBI), that foster entrepreneurship and innovation. Build and develop partnerships with local, regional, and global innovation ecosystem networks to identify technology solutions that can contribute to development impact within the GMS. Focus on priority GMS industries including agriculture, tourism, renewable energies, and also promote female entrepreneurship.

The incumbent will report to the Principal Private Sector Development Specialist, VRM and will supervise Administrative Staff and National Staff.

## **Responsibilities**

### **a. Strategy and planning**

- Support the implementation of the MBI, and/or other such initiatives, that aim to catalyze private sector development in Viet Nam, and other emerging ASEAN markets, through the identification, piloting, and scaling of innovative business models and technology solutions that contribute to development impact. The MBI program has a particular focus on working with young and female entrepreneurs ([www.mekongbiz.org](http://www.mekongbiz.org)).
- Support the design and implementation of financial mechanisms that foster innovation and increased private sector participation in ADB operations, particularly urban development projects at the subnational level, including in Ho Chi Minh City.
- Provide information and analyses towards the development of strategies for supporting private sector development, and encouraging greater private sector participation (investment and technology transfer) in priority ADB operation areas;
- Facilitate public-private dialogue between the Government and business associations and groups, particularly those inclusive of SMEs, on business enabling policies and programs;
- Partner with business associations and think-tanks to prepare analytic work and white papers to support business advocacy and identify innovative solutions to increasing private sector participation in ADB operations;
- Coordinate across relevant departments and divisions to leverage funding and knowledge resources from across ADB to support the design and implementation of projects and TAs supporting private sector development in Viet Nam.

### **b. Project management**

- Support the development, design and administration of loan and TA projects relating to private sector development in Viet Nam;
- Consult with private sector during the design and implementation of ADB projects and TAs supporting private sector development. This includes identification of opportunities for ADB assistance projects to encourage increased private sector participation in urban infrastructure and public service delivery, renewable energies, and agriculture;
- Support regional projects and TAs supporting innovation and entrepreneurship, particularly in the agriculture and tourism industries, as also those focusing on female entrepreneurship. Build partnerships with local, regional, and global innovation ecosystem players to promote cross-border technology transfer;

- Liaise and coordinate with other development agencies on investment projects and TA relating to private sector development;
- Integrate ADB's policies and guidelines in the design and implementation of private sector development projects and TAs;
- Provide advice to executing agencies on project preparation and implementation.

#### **c. Knowledge sharing**

- Conduct regular outreach to private sector stakeholders on ADB operations;
- Participate in and contribute to internal and external training and conferences on private sector development and other activities for advocacy, dissemination and knowledge building.
- Prepare and disseminate knowledge products on private sector development.

#### **d. Staff supervision**

- Provide leadership and support to reporting staff
- Supervise the performance of reporting staff, providing clear direction and regular monitoring and feedback on performance
- Ensure the on-going learning and development of reporting staff

### **Relevant Experience & Requirements**

- Master's Degree or equivalent in finance and/or other related field or University degree and at least 5 years relevant work experience
- At least 8 years of relevant work experience; international experience working in several countries.
- Excellent written and verbal communication skills in English is required
- Relevant professional experience including business enabling reforms, corporate financing, and/or business support services. Experience of development project financing is a bonus.
- International experience, preferably within the Asia-Pacific.
- Please refer to the [link](#) for ADB Competency Framework for IS3-4

### **General Considerations**

ADB offers competitive remuneration and a comprehensive [benefits package](#). Actual appointment salary will be based on ADB's standards and computation, taking into account the selected individual's qualifications and experience.

ADB seeks to ensure that everyone is treated with respect and given equal opportunities to work in an inclusive environment. ADB encourages all qualified candidates to apply regardless of their racial, ethnic, religious and cultural background, gender, sexual orientation or disabilities. Women are highly encouraged to apply.

*Please note that the actual level and salary will be based on qualifications of the selected candidate.*