

## Social Sector Specialist

POSITION NUMBER : TBD  
CATEGORY AND POSITION LEVEL: IS4  
RECRUITMENT TYPE : International  
POSITION LOCATION : ADB HQ  
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 Education Sector Group within the Sustainable Development and Climate Change Department (SDSC-EDU). SDSC-EDU plans and monitors ADB's support to the sector, conducts analytical studies on education issues, and promotes interagency coordination in education development to achieve universal access to education in Asia and related issues.

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

### Job Purpose

The Social Sector Specialist will undertake analytical, thematic and sector work in education sector with a focus on innovation and STEM (science, technology, engineering and mathematics) education; identify, develop, process, implement and administer loans/pilots, Technical Assistance (TAs) projects, and non-lending products and services (NLPS) in education. Support the operations departments in formulation of policy, strategies, and programs to scale up ADB operations in the education sector. Contribute to knowledge sharing and staff development activities on education innovation and STEM education. Work with broad policies and objectives, working directly with operations departments and client countries. The incumbent will report to

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

the Chief of Education Sector Group and will supervise Administrative Staff, National Staff and International Staff.

## **Responsibilities**

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

- Provide information and analyses towards the development of strategies for the education sector in Developing Member Countries (DMCs) in consultation with relevant government agencies and Resident Missions (RMs).
- Undertake policy dialogue with government on education policy and sector reforms.
- Participate in country teams and provide inputs on education sector issues for country partnership strategies (CPS). Prepare sector assessment and roadmaps to guide education sector activities in DMCs.
- Conduct economic, thematic and sector work (sector studies, sector policy papers) in the context of sustainable economic development and poverty reduction.
- Coordinate with RMs for consistency of approach, exchange of experiences, and continuous improvement of practices and integration of education sector policy commitments to the management of projects.

### **b. Project management**

- Support the development, design and administration of loan and technical assistance (TA) projects in the education sector.
- Identify opportunities for ADB assistance projects in the education sector in DMCs.
- Liaise and coordinate with development agencies on program loans and investment projects.
- Integrate ADB's policies and guidelines in the design and implementation of education sector projects.
- Provide advice to executing agencies on project preparation and implementation.

### **c. Knowledge sharing**

- Participate in and contribute to internal and external training and conferences on the education sector and other activities for advocacy, dissemination and knowledge building.
- Prepare and disseminate knowledge products for sharing knowledge and experience on timely topics, best practice, education innovation and STEM education, and partnerships in education innovation.
- Actively participate in ADB's Education Sector Group and support other sector groups in ensuring synergies between education and other sectors.

### **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 economics, education, human resource development, labor economics, or other social science fields. University degree in the Social Sectors or other related fields combined with specialized experience in similar organization/s, may be considered in lieu of a Master's degree
- At least 8 years of relevant professional experience in education sector, and in education reforms.
- Solid understanding of challenges and opportunities in sustainable development and financing of education, innovation and STEM education.
- International experience working in several countries.
- Proven application of expertise within a specific area, or breadth across multiple areas with in-depth knowledge within one area.
- Able to utilize and share relevant knowledge to benefit the broader ADB community.
- Excellent written and verbal communication skills in English is required
- 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.*