

Social Development Specialist

JOB PURPOSE

Lead, formulate and articulate social development, gender and protection policy and strategies engaging Developing Member Countries' (DMCs) governments in policy dialogue, and conducting ADB's activities to support social development and protection policy and reforms. Lead in identifying, developing, implementing and administering loans, Technical Assistance (TA) projects, and non-lending products and services (NLPS) in the assigned sector. Undertake work in the area of social development and related fields to assist DMCs in reducing poverty and improving social inclusiveness and accountability. Work within general policies, principles and goals, working directly with clients.

EXPECTED OUTCOMES

Strategy and Planning

- Lead and support the development of sector policy and strategies, with proper consideration for their impact on social development in DMCs in consultation with relevant government agencies and Resident Missions (RMs).
- Lead and conduct dialogue with government officials of DMCs on social development.
- Lead or participate in country teams and provide substantial inputs around social development issues for Country Partnership Strategy (CPS).
- Lead and conduct economic, thematic and sector work 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 social development to the management of projects.

Project Management

- Incorporate social development dimensions in the preparation of loan, grant, and TA projects in DMCs.
- Administer selected loan, grant, and TA projects with significant social dimensions.
- Identify opportunities for ADB assistance projects aimed at operationalizing social development policies.
- Liaise with and coordinate with development agencies on program loans and investment projects.
- Provide operational support in incorporating key social development concerns into CPSs and projects/programs.
- Ensure key technical, economic, financial and crosscutting issues are incorporated into projects.

Knowledge Sharing

- Develop and maintain a suitable network in the area of social development to keep abreast of the latest developments and issues.
- Contribute substantially to activities for advocacy, dissemination and knowledge building on social development.

Staff Supervision

- Take the role of mission leader and supervise the work of mission members.
- 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.

EDUCATION REQUIREMENTS

Master's Degree or equivalent in Social Sciences/development studies or other related fields. University degree in applied Social Science, e.g., Anthropology, Sociology, Economics, Development or Human Geography or other related fields combined with specialized experience in similar organization/s, may be considered in lieu of a Master's degree.

RELEVANT EXPERIENCE

- Suitability to undertake the responsibilities mentioned above at the required level.
- At least 8 years of relevant professional experience in social development or related areas and in project administration.
- Excellent oral and written communication skills in English.
- International experience working in development in several countries.

CORE COMPETENCIES**Application of Technical Knowledge and Skills**

- Regularly shares knowledge on new international best practice trends in comparator situations
- Proactively applies relevant international best practices to own work
- Convinces others to adopt international best practice by explaining the situational relevance and benefits

Client Orientation

- Helps colleagues work effectively with clients in different contexts and from diverse backgrounds and country situations
- Adapts own approach and style when interacting with clients, as opposed to requiring them to adapt
- Draws upon international best practice in exploring solutions with clients
- Confirms the clients' understanding and agreement before progressing

Achieving Results and Problem Solving

- Draws on own and others' multi-country experience to identify viable courses of action when conducting analyses
- Helps internal and external clients achieve quality results beyond presenting problems and precedent
- Highlights possible solutions for project issues based on relevant multi-country and/or multi-client experience
- Regularly contributes insights and experiences to colleagues in the Division to help them achieve quality results
- Overcomes unexpected difficulties and challenges to produce desired outcomes

Working Together

- Maintains collaborative relationships within the Department
- Works effectively with diverse colleagues in own and other Divisions and Departments
- Flexibly alters positions and adjusts previously stated points of view to support the group consensus
- Follows through on team priorities in the absence of a team leader

Communication and Knowledge Sharing

- Checks the audience's level of understanding and awareness of required follow up actions
- Consistently seeks and addresses feedback on own performance
- Creates knowledge products endorsed for wider distribution based on lessons and multi-country experience
- Independently amends and clarifies messages and documents

Innovation and Change

- Actively supports work improvement and/or organizational change by work and deed
- Develops and adopts change plans to support Division initiatives on which one works
- Considers current and future client needs in proposing ideas
- Vocalizes early support for change
- Recommends inputs to new policies, systems and processes in immediate work area

REPORTING RELATIONSHIPS

- Supervisor: Director
- The following staff positions report to the Social Development Specialist:
 - National Staff
 - Administrative Staff

We encourage diversity in our workplace and support an inclusive work environment. Women are encouraged to apply.