

Social Development Specialist (Citizen and Civil Society Engagement) / Senior Social Development Specialist (Citizen and Civil Society Engagement)

POSITION TITLE : Social Development Specialist (Citizen and Civil Society Engagement) / Senior Social Development Specialist (Citizen and Civil Society Engagement)
POSITION NUMBER : S0021
POSITION LEVEL : IS0
RECRUITMENT TYPE : International
POSITION LOCATION : HQ
TYPE OF APPOINTMENT : Secondment

IMPORTANT INFORMATION:

Close relatives¹ of ADB staff, except spouses of international staff, are not eligible for appointment to secondment positions. Secondment candidates are expected to disclose if they have any relative/s by consanguinity/blood, by adoption and/or by affinity/marriage presently employed in ADB.

¹ Close relatives refer to spouse, children, mother, father, brother and sister, niece, nephew, aunt and uncle.

Overview

ADB is an international development finance institution headquartered in Manila, Philippines and is composed of 68 members, 49 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 [68 members](#).

The position is assigned in the NGO and Civil Society Center (NGOC) within the Sustainable Development and Climate Change Department. The Sustainable Development and Climate Change Department provides leadership, innovation, and knowledge sharing for ADB's sector and thematic work. The NGOC is responsible for ADB's relationship with Civil Society, including integrating civil society organizations within ADB operations.

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

IMPORTANT NOTE: Secondment is an assignment of qualified professionals who come to a specific role in ADB for a fixed-term period. Secondment is financed by the sending organization and retains re-employment rights with the sending organization. This also includes professionals who are sponsored by a Government (Ministry or Agency) of an ADB member for an assignment in ADB, but who are not employed by the sponsoring institutions. Secondmentees are part of ADB's workforce but not staff, therefore are not counted as ADB's staff headcount.

Job Purpose

The Social Development Specialist (Citizen and Civil Society Engagement) / Senior Social Development Specialist (Citizen and Civil Society Engagement) will ensure strategic-level collaboration with Plan International (Plan). In addition, the Senior Social Development Specialist will have the opportunity to work on a broader range of ADB activities related to, among others, civil society engagement, community participation, gender, youth, social inclusion, and urban sector issues.

The incumbent will report to Unit Head, NGOC and Civil Society Center on day-to-day matters and –through matrix management—to the Director of Regional Influencing and Program APAC and the Associate Director, Program Support, Partnerships and New Ventures at Plan International Australia (as the funding party) for strategic and annual work planning purposes. The incumbent will be expected to work collaboratively with team members from both organizations for the achievement of assigned work outcomes.

Responsibilities

The secondee is generally expected to spend their time divided between three areas:

(1) Lead the ADB-Plan Partnership, which includes:

- Work with the NGOC to facilitate cross-organization cooperation around the ADB-Plan Joint Work Program.
- Provide technical inputs to ADB projects and initiatives hosted by different parts of the department.
- Identify and connect on opportunities for Plan International and ADB technical experts and other staff to collaborate and the strategic priorities of both organizations.
- Support in joint knowledge events including flagship NGOC events (e.g. ADB's Annual Meeting and Asia Pacific Youth Symposium)
- Monitor progress and determine what support is needed in support of the four areas of collaborations (Gender, Youth Economic Empowerment, Meaningful Youth Engagement, and Livable Cities)
- Coordinate and document the activities and meetings specified in the general management section of the ADB-Plan Joint Work Plan.
- Provide regular progress reports to Plan International's ADB Steering Group, including information on activities and accomplishments to support Plan International quarterly and annual reporting requirements, as well as any other internal or external accountability mechanisms required by Plan International;
- Promote Plan's representation at designated and relevant ADB forums and events and vice versa.
- Identify new areas and opportunities for collaboration.

(2) Contribute to the NGOC's overall work including new areas of collaboration and Citizen Engagement, such as:

- Contribute to NGOC work planning and implementation
- Advise on ADB's draft Citizen Engagement Framework
- Advise on ADB approaches to Fragile and Conflict Affected States
- Develop new (preferably pioneering) methods of citizen engagement and working to systematically integrate them into ADB operations.
- Enhance ADB's engagement with Civil Society Organizations (e.g., quarterly meetings, regular dialogues) and support the expansion of engagement with grassroots CSOs in ADB operations.

- (3) Explore options for creation of joint ADB-Plan International youth/civil society and climate impact fund. Serve as a key technical advisor to NGOC and other areas of ADB, which includes:
- Serve as a key technical advisor across ADB sector and thematic groups and operations departments in priority areas related to the Plan-ADB MoU - providing inputs into knowledge products, working across different thematic teams, and collaborating on various initiatives.
 - Support the development of innovative business processes and funding mechanisms to expand the engagement of civil society in ADB operations.
 - Help ensure that relevant Plan International policies are followed for all joint events and activities between Plan International and ADB, especially policies on safeguarding children, young people the disabled and vulnerable people.

Relevant Experience & Requirements

- Master’s degree in social sectors, international development or other relevant fields, with five years specialized experience relevant to the position, or Bachelor’s degree with 10 years relevant experience can be considered.
- Verbal and written communication skills in English is required.
- Excellent networker, able to develop strong working relationship with donors, aid agencies and government offices. Able to navigate a role where funding is provided by one organization but day-to-day oversight is provided by another.
- Experience with community engagement and participation and designing and/or implementing activities related to inclusive social development.
- Familiar with citizens engagement, social accountability, demand driven governance principles, CSO participation in monitoring and evaluation, and programs in localizing the SDGs.
- Demonstrated experience in NGO and CBO project design, project management, budgeting, and monitoring and evaluation.
- Strong public speaking skills: ability to interact with diverse audiences in small, medium, and large groups.
- International experience working in development in several countries and/or exposure to
- Development projects in the Asian and the Pacific contexts.
- Experience building partnerships and high-level stakeholder management.
- Excellent interpersonal skills and the ability to work as part of a team with people from diverse cultures.
- Please refer to the [link](#) for ADB Competency Framework for Levels [IS4](#) and [IS5](#).

General Considerations

The selected candidate is appointed for an initial term of 18 months with the possibility of extension. 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.

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