A Career at ADB for International Staff

Working with the Asian Development Bank (ADB) gives one the opportunity to help provide better lives for the people in the Asia and Pacific region. This brochure provides some highlights of ADB's range of programs and activities in the region in areas as diverse as finance, social development, transport, environment, health, and regional cooperation. It also gives a general overview of ADB as a workplace for professionals who are exploring career opportunities.

About the Asian Development Bank

ADB's vision is an Asia and Pacific region free of poverty. Its mission is to help its developing member countries reduce poverty and improve the quality of life of their people. Despite the region's many successes, it remains home to two-thirds of the world's poor: 1.8 billion people who live on less than $2 a day, with 903 million struggling on less than $1.25 a day. ADB is committed to reducing poverty through inclusive economic growth, environmentally sustainable growth, and regional integration.

Based in Manila, ADB is owned by 67 members, including 48 from the region. Its main instruments for helping its developing member countries are policy dialogue, loans, equity investments, guarantees, grants, and technical assistance.
OUR VISION
We are committed to realizing the vision of an Asia and Pacific region free of poverty.

OUR MISSION
As an international development finance institution, our mission is to help our developing member countries reduce poverty and improve their quality of life.
Conditions are good and living in Manila is much better than one would expect. ADB ensures that staff members posted to resident missions are also comfortable and secure in their country offices. —Sean O’Sullivan, Principal Director, Central Operations Services Office

ADB allows you to grow and experience how it is to make a lasting development impact by touching the lives of many. —Cecile l.H.F. Gregory, Head, Office of Cofinancing Operations

A CAREER AT ADB
FOR INTERNATIONAL STAFF

ADB
Asian Development Bank
larry ramos

“I was attracted to ADB, because it is one of the few organizations in the world where one can directly apply their technical knowledge and expertise to the actual work on the ground helping people improve their lives. A few years ago, my son, then 6 years old, told his mom that he would like to be an ADB worker when he grows up because his daddy is traveling a lot, helping people all over the region, and most importantly very happy all the time.”

—Woochong Um
Deputy Director General
Regional and Sustainable Development Department

Outside Metropolitan Manila but within comfortable driving distance away are many resorts and places of interest where people go to relax during weekends and holidays. Tagaytay, about an hour’s drive, is the nearest cool resort located on the mountain area overlooking the active and ancient Taal Volcano and Taal lake. north of Manila is Baguio City, the Philippines’ summer capital, located 5,000 feet above sea level and with cool weather year-round. near Baguio is the 2,000-year-old Rice Terraces of Banaue. Other attractions are (in Luzon) the scenic Hundred Islands, historical Corregidor Island, los Baños hot springs, Puerto Galera, Punta Baluarte, El nido Beach, and famous Mayon Volcano; (in the Visayas) the Chocolate Hills and Boracay Island; (in Mindanao) Dakak Park and Beach Resort. Many more interesting destinations offer a refreshing respite from the bustle of the metropolis.
When the Asian Development Bank (ADB) was established in 1966, the Asia and Pacific region was poor and underdeveloped. Within 4 decades, however, its economies have made significant progress, resulting in better lives for the region’s people.

But this progress has been uneven and reflects the diversity of the region. While some of the region’s countries are close to reaching developed country status, others remain in the middle-to-low-income category. Small island countries, for example, face challenges in achieving sustainable development, while some countries with large populations continue to battle poverty within their borders.

Nevertheless, the Asia and Pacific region exudes tremendous potential to rapidly attain sustainable economic development and poverty reduction in the coming years. This is because the region’s people themselves have great potential. As a professional in your own field, we invite you to join us in helping our developing member countries realize faster and more sustainable development and help their people enjoy higher and more equitable standards of living. Together, we will continue these efforts and strengthen ADB’s role as a valued and trusted member of the Asian and Pacific community.

Haruhiko Kuroda
President, Asian Development Bank
ABOUT ADB

ADB is a multilateral development finance institution owned by 67 members, 48 from the region and 19 from other parts of the globe. Our vision is an Asia and Pacific region free of poverty. Our mission is to help our developing member countries reduce poverty and improve their living conditions and quality of life.

Established in 1966, ADB focuses on three complimentary strategic agendas—inclusive growth, environmentally sustainable growth, and regional integration.

ADB partners with governments, the private sector, nongovernment organizations, development agencies, community-based organizations, and foundations to assist its developing member countries. ADB serves a very large region, with more than half of the world’s population living in Asia and the Pacific.
PeOPLe and LanGUaGes
Filipinos are basically Malay with Chinese and Spanish ancestries. Presently, they number about 92 million. Filipino is the national language but English is widely understood. English is the official language of business and the language used in most newspapers and magazines. Spanish and Chinese are spoken by a few.

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OUR MEMBERS As of July 2012

Regional
Afghanistan • Armenia • Australia • Azerbaijan • Bangladesh • Bhutan • Brunei Darussalam • Cambodia • People’s Republic of China • Cook Islands • Fiji • Georgia • Hong Kong, China • India • Indonesia • Japan • Kazakhstan • Kiribati • Republic of Korea • Kyrgyz Republic • Lao People’s Democratic Republic • Malaysia • Maldives • Marshall Islands • Federated States of Micronesia • Mongolia • Myanmar • Nauru • Nepal • New Zealand • Pakistan • Palau • Papua New Guinea • Philippines • Samoa • Singapore • Solomon Islands • Sri Lanka • Taipei, China • Tajikistan • Thailand • Timor-Leste • Tonga • Turkmenistan • Tuvalu • Uzbekistan • Vanuatu • Viet Nam

Nonregional
Austria • Belgium • Canada • Denmark • Finland • France • Germany • Ireland • Italy • Luxembourg • The Netherlands • Norway • Portugal • Spain • Sweden • Switzerland • Turkey • United Kingdom • United States
WHAT WE DO
As set out in Strategy 2020, ADB’s long-term strategic framework, ADB focuses on five core areas of operation:

- Infrastructure
- Environment, including climate change
- Regional Cooperation and Integration
- Finance Sector Development
- Education

ADB continues to operate on a more selective basis in health, agriculture, and disaster and emergency assistance.

We provide various forms of assistance to governments and private enterprises. Our main instruments are policy dialogue, loans, technical assistance, grants, guarantees, equity investments, and knowledge sharing.

Our operations are financed by issuing bonds, recycling repayments, and receiving contributions from members. About 81% of our cumulative lending comes from ordinary capital resources. We also provide loans from Special...
Funds resources. Among them is the Asian Development Fund, which provides concessional loans to our least developed member countries. We also manage several trust funds and channel financing of grants provided by bilateral donors.

The work of ADB is aimed at improving the welfare of the people in Asia and the Pacific, particularly the 1.8 billion who live on less than $2 a day. Despite many success stories, Asia and the Pacific remains home to over half of the world’s poor.

In 2011, ADB approved loans worth $12.72 billion, with technical assistance totaling about $148 million. Grant-financed projects totaled $614 million.

“During my early professional career, I was a staff of multilateral and bilateral development agencies and worked in Asia and the Pacific. During that time, I developed an excellent working relationship with ADB staff. The breadth and depth of ADB’s development interventions triggered my interest in joining ADB. Joining ADB enriched my professional work, a decision I have never regretted.”

—Andrea C. Iffland
Regional Director, Pacific Liaison and Coordination Office
WHERE YOU’LL FIND US
With headquarters in Manila, Philippines, ADB has 30 offices worldwide and more than 2,900 employees from over 59 countries.

We are helping...

• Afghanistan improve its road and railway networks, including a single railway line that connects the country and Uzbekistan
• Bangladesh combat maternal and child mortality through well-equipped health care centers established especially for underserved communities
• Bhutan upgrade its roads and highways, dramatically improving road safety and livelihoods for farmers, business people, and transport workers
• Cambodian women learn skills and turn a profit by using local materials to produce goods for growing markets
• People’s Republic of China safely capture methane gas extracted from coal mines and provide consumers with clean alternative energy sources
• Fiji upgrade roads and completion of highways and upgrade water supply and sewerage systems benefitting over 300,000 residents in the Suva–Nausori area
• Kyrgyz Republic provide safe water closer to home by connecting villagers to clean spring water stored in reservoirs
• The Lao People’s Democratic Republic strengthen the country’s banking system, establishing it as the main credit source for agriculture and small and medium-sized enterprises
• Mongolia increase preschool enrollment substantially through construction of new schools, teacher training, and revised school policy
• Nepal sustain the gains of the peace process through improved productivity of secondary crops in 12 districts
• Palau develop a health insurance scheme to complement existing health care services
• Papua New Guinea turn the tide against destructive fishing practices through community-based approach
• Thailand study the feasibility of expanding mass rapid transit in Bangkok
• Uzbekistan bring education into the 21st century through computers, internet connectivity, and training to schools

“After more than a decade of working with other development institutions, I realized that advocacy activities alone are not enough to help the poor... When I learned about ADB and what it does, I knew that it makes a difference because it not only talks about advocacy but also finances projects to bring that advocacy into reality.”
—Cecile L.H.F. Gregory
Head, Office of Cofinancing Operations
OUR ORGANIZATION

SHAREHOLDERS
Of our 67 members, Japan and the United States are coequally the largest shareholders, each with 15.65% of total subscribed capital. Forty-eight of our members are from the region and 19 from other parts of the globe.

MANAGEMENT
Our highest policy-making body is our Board of Governors. It meets annually and is composed of one representative from each member country. Our Governors elect the 12 members of our Board of Directors. Our President, assisted by five Vice-Presidents, a Managing Director General, and the Secretary, manages the business of ADB.
“Strategy 2020 firmly sets ADB’s goals to fulfill our vision—an Asia and Pacific region free of poverty—a vision that can become a reality by 2020. Our long-term plan charts ADB’s way forward to becoming a more effective institution based on results. With Strategy 2020 in place, ADB is ready to forge ahead.”

—Haruhiko Kuroda
President, ADB
We take pride in our highly qualified, experienced, dedicated, and motivated employees. ADB international staff include economists, engineers, lawyers, accountants, administrators, editors, statisticians, agriculturists, and various specialists with expertise and experience in development concerns.

We value individuals who possess the highest standards of efficiency and competence. We recruit our employees from member countries while ensuring that an equitable balance of nationalities is maintained and that skills are properly matched with the organization’s goals. We give equal opportunities for employment, promotion, and assignment without bias for nationality, gender, or religion.

“Asia still faces many difficult challenges but it is on the path to development. Joining ADB lets you play a role in Asia’s development. For this, you need experience, innovative thinking, and a good understanding of ADB’s developing member countries.”

—Scott Ferguson
Principal Social Development Specialist (Safeguards)
Office of the Director General, East Asia Department
OUR International Staff

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International Staff Job Areas

- Agriculture
- Anti-Money Laundering
- Audit
- Budget and Management Services
- Building Administration
- Capacity Development
- Clean Energy
- Climate Change
- Communications
- Compensation and Benefits
- Corporate Governance
- Counsel
- Disaster Risk Management
- Economist
- Editor
- Education
- Energy
- Engineer
- Environment
- Evaluation
- Finance
- Fiscal Management
- Governance
- Guarantees and Syndications
- Health
- Human Resources
- Information and Communication Technology
- Infrastructure
- Integrity
- Investment
- Knowledge Management
- Learning and Development
- Media Relations
- Natural Resources Management
- NGO and Civil Society
- Planning and Policy
- Portfolio Management
- Poverty Reduction
- Private Sector Development
- Procurement
- Public Sector Management
- Publishing
- Regional Cooperation
- Results Management
- Risk Management
- Rural Development
- Safeguards
- Secretariat
- Security
- Social Development
- Social Sector
- Statistician
- Trade
- Transport
- Treasury
- Urban Development
- Water Resources Management
- Water Supply and Sanitation
“ADB offers a lot of opportunities for those interested in development. It is highly respected by its member countries because of its Asian way of engagement, which involves listening to countries’ problems, and supporting rather than telling governments what to do.”
—Sean O’Sullivan
Principal Director, Central Operations Services Office

COME WORK WITH US
If you...
• are committed to/interested in contributing to the development and cooperation/integration of the Asian and Pacific countries;
• are a citizen of an ADB member country;
• possess a good academic background, preferably with a postgraduate degree such as an MBA, MS, or PhD;
• have considerable expertise and experience in your profession;
• have experience in projects or programs for developing countries;
• are proficient in both written and spoken English; and
• can work with individuals of different nationalities and cultures;
we invite you to join us.

We are committed to increasing the number of our women employees and encourage them to apply.
HOW WE SELECT OUR EMPLOYEES
Our Human Resources Division evaluates applications and refers these to interested departments for further review before final selection.

INITIAL APPOINTMENT AND ASSIGNMENT
Initial appointments in ADB are for a fixed term—usually for 3 years—which may then be extended or converted to a regular open term based on satisfactory performance and continued need for one’s skills. All appointments are subject to a probationary period of 1 year, which may be extended for a further period.

Appointment in ADB involves living in Manila and, depending on one’s position, may also entail frequent travel to member countries as well as assignment, at Management’s discretion, to any of ADB’s resident missions or representative offices in other parts of the world.

COMPENSATION AND BENEFITS
We offer a compensation and benefits package that is internationally competitive and comparable with those of other multilateral institutions. ADB international staff members are paid a salary in US dollars which is tax-exempt, unless one’s government rules otherwise. Our international staff members receive housing, children’s educational support, insurance, home country travel, and retirement benefits. (For detailed information, go to www.adb.org/site/careers/remuneration-benefits)

PROFESSIONAL ADVANCEMENT
Promotion and salary advancement are determined by merit based on a fair, equitable, and transparent performance measurement process, and the employee’s capacity to assume increased responsibilities. Managers regularly review the work of employees to obtain the most effective use of their services and expertise.

We actively encourage our employees to upgrade their skills and broaden their experience in different functional areas through training and career development opportunities.
THE WORKPLACE

ADB HEADQUARTERS
Our headquarters is in the Ortigas Commercial Center, a fast-growing business and financial area in Mandaluyong City in Metro Manila. Our headquarters building is situated amid shopping and entertainment centers, hotels, popular business establishments, residences, commercial banks, restaurants, and a hospital. It is only five kilometers away from Makati City, the Philippines’ financial district.

FACILITIES AND SERVICES
Virtually a mini city, our headquarters houses various facilities to serve employees and their families. These include banks offering full banking services, travel agencies, insurance agencies, medical and dental clinics, a pharmacy, a commissary, a bookshop and convenience store, a post office, courier services, telecommunication offices, a spacious cafeteria, executive dining rooms, mobile snack services, laundry and dry-cleaning services, and our own filling station offering fuel at tax-free prices.
Where YOU’LL FInd Us

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• The Lao People’s Democratic Republic strengthen the country’s banking system, establishing it as the main credit source for agriculture and small and medium-sized enterprises
• Mongolia increase preschool enrollment substantially through construction of new schools, teacher training, and revised school policy

“Expect multitasking. Expect performing under time pressure. Expect long hours in front of your PC at the office and sometimes at the airport. But also expect meeting truly intriguing people, becoming friends with people from Asia and other regions, and getting that rewarding feeling at the end of the day that you’ve made a difference.”
—Shigeko Hattori
Director; Public Management, Financial Sector, and Trade Division; Southeast Asia Department

We have a well-equipped library, which has an up-to-date and comprehensive collection of books, newspapers, periodicals, maps, pamphlets, journals; microfiche and documents of international, regional, and national interests; and a wide variety of databases covering current affairs, agriculture, environment, economics, rural development, education, finance, management, statistics, social issues, development issues, country studies, and other subjects. Access to the library’s databases and other electronic information services is also available at employees’ desktops.

An adjacent ADB learning resources center has individual training stations equipped with individual VCRs, TVs, and PCs for private, individualized, and self-paced instruction in economics, finance, project management, accounting, communications, language development, management skills, and development and information technology. Tutorial videos, CD-ROMs, and the latest PC software are also available.

Our employees have their own staff association, a community fund, and a multipurpose cooperative, personal counseling and legal services.
Spouses of international staff are eligible to apply for a certificate from the Philippine authorities that exempts them from securing a work permit. This exemption will facilitate the procedures for them to find employment in the Philippines. In recent years, ADB has introduced a pilot for spouse and partner employment and adopted a policy to allow employment of spouses and partners as consultants.

If you are a fitness and sports buff, we have a spacious gymnasium with facilities for fitness workouts, basketball, table tennis, badminton, squash, volleyball, martial arts, and other sports. You may also engage in other sports like golf, bowling, tennis, scuba diving, rowing, and other leisure activities through ADB-sponsored clubs.
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THE HOST COUNTRY

THE PHILIPPINES

The Philippines is an archipelago of 7,107 islands with a total land area of 301,000 square kilometers. Divided into three major island groups—Luzon, Visayas, and Mindanao—the country is over 1,854 kilometers long from north (Batanes Island) to south (Tawi-Tawi Islands).

CLIMATE

The Philippines has a tropical climate, high humidity, and abundant rainfall. It has two distinct seasons: the rainy season from June to October, and the dry season from November to May. The weather is hot and humid in the summer months from March to May and pleasantly warm from December to February. Temperatures range from 23°–36°C.
PEOPLE AND LANGUAGES
Filipinos are basically Malay with Chinese and Spanish ancestries. Presently, they number about 92 million. Filipino is the national language but English is widely understood. English is the official language of business and the language used in most newspapers and magazines. Spanish and Chinese are spoken by a few.

CURRENCY AND BANKING
The national currency is the peso. Foreign currencies can be easily changed to pesos in banks, hotels, and at authorized foreign exchange dealers.

More than 40 universal, commercial, and foreign banks provide the same range of normal banking services found throughout the world. Many foreign banks maintain representative offices in Manila.

Local and international credit cards are widely accepted in business establishments. Traveler’s checks can be encashed in all commercial banks and are accepted in most major hotels, restaurants, and shops.
ACCOMMODATION
You can easily lease partially furnished and fully furnished accommodation in residential condominiums or houses in various residential districts of Metro Manila. The accredited brokers will assist you and your family to find comfortable accommodation upon your arrival in Manila.

EDUCATION AND LEARNING INSTITUTIONS
Education in the Philippines generally follows the US system, with English as the medium of instruction. The University of the Philippines is the premier state university while Ateneo de Manila University, De La Salle University, University of Asia and the Pacific, and the Asian Institute of Management are some of the leading private universities. The last two are graduate schools of business that offer full-time, high-quality management education programs specifically designed to meet Asian needs. The academic year is from June to the end of March or early April.

“In 1988, I spent 3 months as an intern in the Philippines as part of an international student exchange program and met people from ADB. I liked what I saw and heard... And, yes, I like living in a tropical country more than in Frankfurt or Washington.”
—Werner E. Liepach
Country Director, Pakistan Resident Mission
Many international schools offer study programs and school calendars similar to those of expatriates’ mother countries. Notable are the International School, Manila Brent School, Manila Japanese School, The British School, and European International School, which offers a French and a German curriculum. There are also a number of local Filipino-Chinese schools.

Some local schools and therapy centers are also available for children with special needs. Additionally, there are talent development and vocational institutions, as well as private services offering tutoring and foreign language instruction.

**RECREATION**

Aside from the facilities provided by ADB, you and your family may choose to enroll in private sports and social clubs during your stay in the Philippines. A good number of excellent golf courses are a short distance away. You may also enroll for membership privileges in major hotels in Metro Manila for use of their swimming pools, tennis and squash courts, gyms, and other facilities.
TOURISM

Outside Metropolitan Manila but within comfortable driving distance away are many resorts and places of interest where people go to relax during weekends and holidays. Tagaytay, about an hour’s drive, is the nearest cool resort located on the mountain area overlooking the active and ancient Taal Volcano and Taal Lake. North of Manila is Baguio City, the Philippines’ summer capital, located 5,000 feet above sea level and with cool weather year-round. Near Baguio is the 2,000-year-old Rice Terraces of Banaue. Other attractions are (in Luzon) the scenic Hundred Islands, historical Corregidor Island, Los Baños hot springs, Puerto Galera, Punta Baluarte, El Nido Beach, and famous Mayon Volcano; (in the Visayas) the Chocolate Hills and Boracay Island; (in Mindanao) Dakak Park and Beach Resort. Many more interesting destinations offer a refreshing respite from the bustle of the metropolis.

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INTERESTED IN A CAREER AT ADB?
Go to www.adb.org/site/careers/main

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