

Housing Counselor (Consultant Position)

Responsibilities:

The ADB Housing Counselor will provide assistance to ADB expatriate staff in obtaining suitable accommodation and negotiate cost-effective leases. The services include

- providing comprehensive briefings on the housing realities of renting properties and advising ADB expatriate staff and candidates on the housing market in Metro Manila.
- managing and updating a centralized housing information computer database.
- monitoring and coordinating the ongoing servicing activities of ADB's accredited housing brokers and evaluating their overall performance.
- publishing regular Metro Manila residential rental property market overviews.
- updating housing-related ADB publications.

Selection Criteria:

Candidates must

- possess a recognized university degree or equivalent qualification.
- have proven expertise in dealing with the housing market for expatriates in Metro Manila.
- be based in Metro Manila and fully aware of the housing services and level of real-estate expertise available in Metro Manila.
- have experience in providing guidance on housing matters to professionals of diverse nationalities and cultural backgrounds.
- possess excellent interpersonal, solid analytical, strong writing/oral English communication skills.
- demonstrate full commitment to the highest standards of quality of service and integrity.

This is a part-time consulting position (minimum of 3 days a week working in ADB Headquarters). Candidates must be nationals of an ADB member country.

Apply electronically, quoting **Housing Counselor** on subject line, to e-mail address: CS-jobs@adb.org by **23 October 2005**.

Due to the expected large number of applications, only shortlisted candidates will be contacted.

Women are actively encouraged to apply.

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