

ADB

A photograph of three women in professional attire, smiling and looking towards the right. The woman on the left has short blonde hair and is wearing a dark blazer over a light-colored top. The woman in the middle has long dark hair and is wearing a dark blazer over a yellow top. The woman on the right has long dark hair and is wearing a blue blazer over a light blue top.

EMPLOYMENT INSIGHTS FOR

Women Professionals

A Guide for Prospective Applicants

Asian Development Bank



ADB

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July 2009

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FOREWORD

The Asian Development Bank (ADB) is committed to promoting an environment that values and rewards the contributions of women, both in our institution and in our work with developing Asia and the Pacific.

We believe that our employees' expertise is key to achieving ADB's mission of a region free of poverty. We aim to recruit exceptionally qualified women and men to pursue this mission, and we particularly want to attract more women professionals to achieve our goal of gender equality.

To this end, ADB has instituted measures to improve our recruitment processes and procedures, and cultivate an organizational value of appreciating diversity and gender equality. The representation of women on ADB's professional staff has grown steadily from 12% in 1995 to about 30% today. Women contribute remarkably to ADB's success in all parts of our operations, both in headquarters and field offices, in areas as diverse as environmental protection, gender and development, private sector development, and regional cooperation.

We are aware that some women may have specific questions when considering a job offer and relocating to a new place of work. This guide has been prepared as a resource for women professionals who are exploring career opportunities with ADB.

We encourage you to consider employment with ADB and play a significant role in helping improve the quality of life for millions of people in Asia and the Pacific.



Haruhiko Kuroda

President



“ADB has provided me with tremendous opportunities for growth professionally and personally over the last 13 years. I came for three, and am glad I stayed.”

Clare C. L. Wee, Director, Integrity Division

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Women in ADB

What is the background of professional staff gender balance in the Asian Development Bank (ADB)?

Compared with other Asia-based leading public and private sector organizations, ADB rates well in terms of professional women’s representation. From 1990 to 1997, women professional staff representation increased three-fold. Today, the overall women professional staff representation is about 30%, with good representation in the pipeline for senior staff levels. The share of women in senior professional positions is gradually increasing and has increased to about 18% (December 2008). ADB is highly conscious of the further progress required to achieve improved gender balance.

The ADB Professional Women’s Committee (PWC) was established in the mid-1990s as an advocacy group and a network of women professional staff. PWC has been in the forefront of discussions with Management and

senior staff on gender issues. The membership of PWC is open to all ADB female professional staff.

What concrete steps has ADB taken to promote gender balance?

ADB's first gender action program (GAP I) was established in 1998 to mainstream gender considerations into ADB's recruitment and staffing activities for professional staff. A focal person in ADB's Human Resources Division was also appointed to coordinate implementation of the Program. To build on and expand the progress gained from GAP I, a second program (GAP II, 2003–2006) was developed.

GAP II was integrated as a key action into the Human Resources Strategy developed to strengthen human resource management across ADB. The Human Resource Strategy focused on a number of initiatives to strengthen personnel processes and procedures to create a context to promote gender equality at ADB.

In December 2007, management approved the third program, GAP III to further progress the gender initiative to 2010.

With much headway being made under GAP II, ADB continues to pursue a more representative distribution of professional staff through GAP III initiatives. We are fully committed to the three key outcomes of GAP III:

1. Increased representation and leadership by women professional staff by end- 2010;
2. Enhanced work environment through an organizational culture that fosters gender equality; and
3. Clear management accountability for gender equality and results.

For further information on GAP, please see www.adb.org/employment/

“There were numerous professional reasons for my joining ADB, but the most important personal incentive was the family-friendly environment that my new job—and the location of ADB headquarters—promised. Having become a new mother of twin boys only 6 months before coming to ADB, I was very encouraged by the family-friendly benefits that ADB offered, including education and rental subsidy and the yearly home leave. And the fact that the living conditions in Manila allowed me to hire live-in household helpers at an affordable cost made a big difference in my ability to balance work and family life. I am happy that despite my new family situation, I can continue to devote my full energy into international development, which has been the passion of my life. I am also happy that I can finally work in the region that is very close to my heart.”



Harumi Kodama, Communications and Planning Specialist, Department External Relations

Work-Life Balance

How does ADB contribute to my work-life balance?

ADB contributes to staff’s work-life balance by implementing programs and activities designed to help employees cope with their work-life responsibilities.

ADB recognizes the need to enhance workplace practices to promote work-life balance among its staff and has undertaken several initiatives to support staff with work-life balance issues. Recently, ADB expanded the

Discretionary Time Off provision to allow staff to take up to 2 days of leave per quarter for extended missions or intensive and prolonged work hours. The current provision also allows staff who goes on mission to take up a day of leave for every holiday missed in the duty station. In October 2008, ADB introduced new practices on flexitime, occasional leave of absence, family leave, work from home arrangement, and extended maternity leave.

ADB provides medical benefits and educational allowances to help in the care of employees' dependents. Depending upon the length of service, ADB pays a maximum of three maternity leaves of up to 12 calendar weeks each to women. In June 2008, ADB introduced the extended maternity leave without pay of up to 3 months. Together with regular maternity leave, new mothers may have up to 6 months to be with their newborn child. ADB also provides annual leave from 26 to 30 days (depending on the length of service) and a specific "home leave allowance" and travel time for annual home country visits.

Our employees based in Manila report that their personal arrangements for household help have a dramatically positive impact on their ability to manage work and family life. Employees with school-age children may select schools from a number of excellent private educational institutions in Manila.

In response to the commercial needs of the staff, ADB headquarters hosts a number of in-house service providers such as banks, dining rooms, laundry and dry-cleaning services, medical facilities, postal and courier services, a gasoline station, commissary, and more. In addition, various recreation facilities, such as hobby and sports clubs, are enjoyed by employees in their leisure time.

For additional information about benefits and workplace, please see the following links:

Employment Benefits: www.adb.org/Employment/benefits.asp

Employment Workplace: www.adb.org/Employment/wrkplace.asp

“One of the best things about working at ADB is the ability to seek out different kinds of assignments. After 4 years at headquarters in Manila, Philippines, working on projects throughout Southeast Asia, I jumped on the opportunity to apply for a position in the Cambodia Resident Mission in Phnom Penh. At this stage of my career, being based closer to the action and having the opportunity to focus my efforts on the social development challenges in one country is exciting. Another benefit of my new role is that I am traveling less because I am closer to my clients. This has had a positive impact on my work-life balance.”



Karin Schelzig Bloom, Social Sector Specialist, Cambodia Resident Mission, Phnom Penh

How safe is Manila and the Missions?

ADB’s headquarters is located in Manila, Philippines. It has 27 field offices including resident and regional missions, a country office, a liaison office, and representative offices.

Since ADB operates internationally, staff are assigned to perform duties at the headquarters in Manila as well as in its field offices. Staff generally provide assistance to governments and private enterprises through policy dialogue, loans, technical assistance, grants, guarantees, and equity investments. For professional staff working in operations, country missions are a standard way of gathering information, meeting local governments and resource people, as well as verifying the relevance of ADB policies and operations. Missions, though often physically and emotionally demanding,

are rewarding because they enable professionals to see firsthand the results of ADB's financial and advisory assistance. On average, missions last 2 weeks and mission work is usually accomplished by teams of two or more staff.

ADB is fully aware of the conditions in which the staff have to operate in the performance of their duties and assignments. Since no location is exempt from potential risks, ADB treats safety and security of staff as a matter of greatest importance.

ADB seeks to continually improve staff safety and security. To demonstrate its commitment, ADB has emergency response capabilities that include global travel locator, automated travel advisory, and emergency travel record. ADB also provides medical advice and referrals 24/7 over the phone, immediate help anywhere in the world in the event an employee suffers an accident or serious illness, travel advisories, security advice from specialists, including security reports, risk ratings, security alerts, and forecasts

Spouse Employment

Will my spouse be able to find a job in Manila?

In 1996, the Government of the Philippines exempted spouses of professional staff and Board members from having to secure work permits provided they apply for and are granted the *Certificate of Exemption from Securing an Alien Employment Permit*.

While several large corporations and a few international organizations are located in the Philippines, ADB is aware that the local job market generally challenges expatriate spouses of ADB staff. To best meet the concerns of ADB's professional staff and the special circumstances of the local job market, ADB engages a Spouse Liaison Counselor to assist spouses in identifying and pursuing employment opportunities. Interested applicants are encouraged to meet with the counselor during their final interview in headquarters.

In 2007, ADB adopted a policy to allow the engagement of qualified ADB spouses as consultants. Spouses who are interested in individual consulting assignments are asked to register in the ADB consultant

management system. Spouses interested in working for consulting firms or organizations as members of their teams should contact those consulting firms or organizations directly.

RECRUITMENT CONTACT INFORMATION

What employment opportunities does ADB provide?

Please refer to the brochure *A Career at ADB for Professional Staff* for more information about ADB, details on staff benefits, information on the host country, recruitment and selection processes, and professional staff positions. You can also visit www.adb.org/documents/brochures/Employment_info/ to download a PDF version of the brochure.

How can I obtain more information?

You can request information from the Human Resources Division
Fax +63 2 636 2550, 636 2444
E-mail: PS-jobs@adb.org

Visit ADB's website at www.adb.org or ADB's Employment Opportunities site at www.adb.org/Employment.

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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 substantially 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.