Education Specialist

JOB PURPOSE

Lead, identify, develop, implement and administer loans, Technical Assistance (TA) projects, and non-lending products and services (NLPS) in the education sector. Lead and contribute to the development of education sector policy in developing member countries (DMCs). Work within general policies, principles and goals, working directly with clients.

EXPECTED OUTCOMES

Strategy and Planning
• Lead and provide information and analyses towards the development of strategies for the education sector in DMCs in consultation with relevant government agencies and Resident Missions (RMs).
• Contribute substantial information and analyses to interdepartmental working groups on the education sector.

Project Development and Administration
• Lead the development, processing and administration of loan and TA projects in the education sector.
• Lead and identify opportunities for ADB assistance projects in the education sector in DMCs.
• Lead and integrate ADB’s policies and guidelines in the design and implementation of education sector projects.
• Provide substantial advice to executing agencies on project preparation.

Knowledge Sharing
• Lead, participate in and contribute to internal and external training and conferences on the education sector and other activities for advocacy, dissemination and knowledge building.

Staff Supervision
• Take the role of team leader and supervise the work of team 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 education or other related fields. University degree with specialized experience on Education 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 the education sector and in project administration
• Able to perform work independently in own field of specialization, equipped with knowledge and experience of multiple disciplines
• 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/Country Director
- The following staff positions may be supervised by the incumbent:
  o National Staff
  o Administrative Staff

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