Safeguards Specialist

JOB PURPOSE

Lead and coordinate the planning and development of ADB's safeguards policies on the environment, involuntary resettlement and/or Indigenous Peoples. Lead and provide operational coordination and specific inputs to ADB projects to ensure compliance with safeguards policies during project preparation and implementation. Contribute to the evaluation, improvement and dissemination of ADB’s safeguards policies. Support ADB’s goal of poverty reduction and sustainable development and provide assistance as needed for applying safeguards knowledge to the development of tasks. Work within general policies, principles and goals, working directly with clients.

EXPECTED OUTCOMES

Overall Coordination
- Lead and coordinate the department safeguards team’s efforts in providing advice, building capacity, and advancing the development of safeguards policies within developing member countries (DMCs) and on an ADB-wide context.
- Work with other Department’s safeguards team to ensure that appropriate resources and capacity are deployed to effectively cover the safeguards policies of projects in preparation and implementation within the Department.
- Lead and facilitate as needed liaison and contact with clients, non-government organizations (NGOs), development partners, and within ADB, including coordinating responses to NGO’s complaints.
- Take charge of public information and disclosure initiatives.

Safeguard Policy and Compliance Monitoring
- Lead the monitoring of safeguards policy compliance of ADB projects during implementation.
- Lead, identify, and report on projects with high safeguards sensitivity.
- Participate in safeguard policy/Operation Manual (OM) formulation and review.

Capacity Building
- Lead, identify, assess, and monitor overall capacity building needs on environmental safeguards within the department, including divisions and resident missions, and among clients.
- Lead, develop and administer as needed technical assistance (TA) and other training programs for capacity building. Project Development
- Lead and work with safeguards team to identify areas of work beyond safeguards where safeguards and environmental sustainability may be catalysts for new lending products.
- Lead and work with safeguards team to develop projects or programs with a specific safeguards or environmental focus.

Knowledge Sharing
- Lead in providing safeguard training to ADB staff and executing agencies, and prepare and administer relevant capacity development programs for DMCs.
- Contribute significantly to activities for advocacy, dissemination and knowledge building relating to ADB’s safeguard policies.
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 Anthropology, Sociology, Applied Social Science, Environmental Science or other related fields. University degree in Anthropology, Sociology, Applied Social Science, Environmental Science or other related fields combined with specialized experience 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 safeguards work, or related area and in project administration.
- Excellent oral and written communication skills in English
- International experience working in development in several countries, coordinating and working in multi-disciplinary teams

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
• The following staff positions report to the Safeguards Specialist:
  o National Staff
  o Administrative Staff

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