

## Terms of Reference

POSITION TITLE : Digital Technology Specialist (Digital Government)  
POSITION NUMBER : TBD  
POSITION LEVEL : IS2/3  
RECRUITMENT TYPE : International  
POSITION LOCATION : HQ  
TYPE OF APPOINTMENT : Special Fixed-Term

### IMPORTANT INFORMATION:

ADB has an ongoing organizational review which may result in the change of department/group and/or reporting arrangement(s). By proceeding with your application, you acknowledge and accept the possibility of such changes resulting from the organizational review.

### Overview

Asian Development Bank (ADB) is an international development finance institution headquartered in Manila, Philippines and is composed of 68 members, 49 of which are from the Asia and Pacific region. ADB is committed to achieving a prosperous, inclusive, resilient, and sustainable Asia and the Pacific, while sustaining its efforts to eradicate extreme poverty. ADB combines finance, knowledge, and partnerships to fulfill its expanded vision under its [Strategy 2030](#).

ADB only hires nationals of its [68 members](#).

The position is assigned in the Digital Technology for Development Unit (SDCC-DT) within the Sustainable Development and Climate Change Department (SDCC). SDCC provides leadership, innovation, and knowledge sharing for ADB's sector and thematic work in ADB, hosting the 7 sector groups (Education, Energy, Finance, Health, Transport, Urban, and Water), and 7 thematic groups (Climate Change and Disaster Risk Management, Environment, Gender Equity, Governance and Public Management, Rural Development and Food Security, Regional Cooperation and Integration, and Social Development). SDCC-DT provides strategic operational support, promotes knowledge in ICT and digital technologies, and conducts learning programs on global trends in digital technology.

To view ADB Organizational Chart, please click [here](#).

**IMPORTANT NOTE:** This is a special fixed-term appointment for a period of 2 years following Section 3.1 (c.) of Administrative Order No. 2.01 ("Recruitment and Appointment"). This appointment is not convertible to a regular appointment. It may be extended on exceptional basis for a further fixed period at the option of ADB. A special fixed-term appointment will automatically and without prior notice expire at the end of the term.

### Job Purpose

The Digital Technology Specialist (Digital Government) supports ADB as the use of digital technology in operations is further being mainstreamed, to deliver public services to citizens across a wide range of sectors and thematic areas and create opportunities for citizens to interact with government. The Specialist provides technical support and knowledge to help incorporate the application of digital technologies in ADB strategies and operations employing a country-specific approach, depending on the capacity, infrastructure and willingness of the government agencies involved. The incumbent will report directly to Advisor, SDCC and Chief of Digital Technology for Development Unit and will be expected to work collaboratively with SDCC-DT, particularly with the Principal Public Management Specialist (e-Governance) and team members for the achievement of assigned work outcomes.

## Responsibilities

- Contribute and support the ADB-wide e-Government program.
- Support regional department (RD) implementation of technical assistance and projects for e-Government programs.
- Support developing member country (DMC) government efforts to implement e-Government capabilities.
- Develop and disseminate knowledge products on e-Government.
- Support development and implementation of technical assistance (TA) programs related to e-Government.
- Help build and manage partnerships with leading e-Government organizations to support ADB capacity building and development programs.
- Develop and conduct capacity building and knowledge sharing sessions in events for e-Government and related topics.
- Support the Principal Public Management Specialist in the coordination with other departments concerning e-Government matters and track global trends in areas relevant to ADB operations.

## Relevant Experience & Requirements

- A University degree in public policy, public administration, business administration, engineering, computer science, or information technology preferably at postgraduate level or its equivalent.
- At least 4 years of relevant professional experience in digital technology and its applications in strategy and operations
- With international experience working on development in several countries.
- Practical development experience in e-Government and related fields.
- Demonstrated analytic, strategic, and technical knowledge combined with experiences in development and ability to promote digital transformation.
- Excellent oral and written communication skills in English.
- Please refer to the [link](#) for ADB Competency Framework for International Staff Level 2 or 3.

## General Considerations

The selected candidate is appointed for an initial term of 2 years.

ADB offers competitive remuneration and a comprehensive [benefits package](#). Actual appointment salary will be based on ADB's standards and computation, taking into account the selected individual's qualifications and experience.

ADB seeks to ensure that everyone is treated with respect and given equal opportunities to work in an inclusive environment. ADB encourages all qualified candidates to apply regardless of their racial, ethnic, religious and cultural background, gender, sexual orientation or disabilities. Women are highly encouraged to apply.

*Please note that the actual level and salary will be based on qualifications of the selected candidate.*