

Contractual Appointment

Operations Assistant

The ADB-Nepal Resident Mission (NRM) was established to assist its Headquarters in the implementation of projects and programs, in project processing, country programming and economic and sector work. It also coordinates ADB's activities with other resident diplomatic and donor missions, NGOs, academic institutions, local think tanks, private sector and other members of the civil society.

Appointment

The contract will be until 30 Jun 2023, with the possibility of further extension.

Reporting Arrangement

- The incumbent will report to a designated international staff and senior national staff.

Description of Responsibilities:

The incumbent will perform administrative support duties. The role requires regular interaction, active coordination, and liaison within NRM, SARD, other ADB departments, as well as external parties.

Selection Criteria:

Specific criteria include

- Suitability to undertake the responsibilities mentioned above at the required level
- Bachelor's degree in business administration, accountancy, commerce, or any other fields.
- At least 3 years of relevant work experience, preferably in a reputed institution
- Ability to manage priorities and workload within general schedule of work, instructions, and standardized practices.
- Proficiency in operating microcomputers and using software packages, for performing word processing, spreadsheets, graphics, and database applications.

- Ability to foresee response and implication of own outputs, and to undertake tasks efficiently.
- Ability to work collaboratively with teams as a constructive team member.
- Ability to establish and maintain productive contacts with appropriate officials of host government, donor agencies and executing agencies and other.
- Ability to work with individuals from different cultural/national backgrounds.
- Good interpersonal and communication skills are desirable.
- Good writing and speaking skills in English are essential.

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 effort to eradicate extreme poverty. ADB combines finance, knowledge, and partnerships to fulfill its expanded vision under its Strategy 2030.

For further information on ADB, please visit www.adb.org.

Send application quoting Ref. No. **Contract-2022-2-NRM** by **17 January 2023** to:

Nepal Resident Mission
Asian Development Bank
Metro Park Building
Lazimpat, Ward No. 2
P.O.Box 5017, Kathmandu, Nepal
Fax: +977 1 4005137
adbdrm@adb.org

Only shortlisted candidates will be contacted. Applications lacking the job reference number and job title or using the wrong e-mail address will not be considered.

www.adb.org

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