Job Description

POSITION TITLE : Digital Development Specialist (Digital Government)
POSITION GRADE : TI1
RECRUITMENT TYPE : International Hire
POSITION LOCATION : HQ
TYPE OF APPOINTMENT : FT-REN (Fixed term with option to renew)

Join Our Mission to Foster Prosperity in Asia

Are you ready to make a difference in the future of Asia and be a catalyst for positive change? We are thrilled to offer a unique opportunity to become an important part of the prestigious Asian Development Bank (ADB). At ADB, our mission is simple yet powerful: to alleviate poverty and promote sustainable development in the Asia-Pacific region.

Organizational Setting and Reporting Relationship

The Digital Sector Office (DIG) leads ADB's strategic and operational work in digital transformation across the Asia-Pacific region. DIG supports regional departments and developing member countries (DMCs) in designing and implementing investments in digital public infrastructure (DPI), connectivity, cybersecurity, cloud and data infrastructure, digital government services, and AI-ready ecosystems.

As digital technology becomes a core enabler of ADB operations ("digital by default"), DIG is expanding its capacity to integrate cutting-edge technical expertise, analytics, and digital policy support across the project cycle from concept (PCN) through design (RRP) to implementation and results.

This position will support DIG's digital operations by providing research, analytics, technical assessments, project preparation inputs, and coordination support across multiple digital programs in South, Central & West, Southeast Asia, and the Pacific.

Your Role

You will directly support DIG's digital operations and analytics work, with a strong focus on **technical due diligence, digital infrastructure mapping, cybersecurity and data governance assessments, digital risk tagging, DPI design, and innovation research**.

You will work closely with DIG specialists and focal points to (i) prepare digital transformation components of sovereign operations; (ii) provide analytical and technical contributions to TAs and digital roadmaps; and (iii) support knowledge creation on emerging digital technologies (AI, cloud, cybersecurity, data platforms, connectivity).

You will report to the **Director, Digital Sector Office** and collaborate daily with technical specialists (connectivity, cybersecurity, cloud), economists, and digital policy experts.

You will:

A. Technical and Analytical Support

- Conduct background research, data analysis, and benchmarking on:
  - Digital public infrastructure (ID, payments, data exchange)
  - Connectivity (fiber, 4G/5G, satellite, IXPs, data centers)
  - Cybersecurity maturity assessments (NIST, ISO 27001, national cyber strategy reviews)
  - Cloud adoption, data governance and digital trust frameworks
  - AI readiness, digital skills, and emerging technology applications.

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- Support preparation of **Digital Maturity Assessments**, mapping tools, and digital diagnostics.
- Contribute to **Digital Risk Assessments** and digital safeguards (data privacy, cybersecurity, procurement risks).
- Draft technical notes, project annexes, and analytical summaries for missions and internal reviews.

B. Support to Sovereign Operations

- Provide inputs for project concept notes (PCN), TA papers, and RRPs—including:
    - Technical options analysis
    - Digital architecture diagrams
    - Costing and bill-of-materials support
    - Procurement and implementation considerations.
- Assist regional departments in identifying digital components within multisector projects (education, health, transport, agriculture, public sector management).
- Support mission preparation, back-to-office reports, and coordination with governments, consultants, and development partners.

C. Knowledge and Innovation

- Draft knowledge briefs, case studies, and comparative research on digital transformation across DMCs.
- Track global trends in digital government, cybersecurity, AI governance, data policy, connectivity, and digital inclusion.
- Contribute to DIG publications, blogs, and knowledge events.
- Support the development of training modules for ADB staff on DPI, digital risk, and digital procurement.

D. Coordination and Partnerships

- Coordinate across ADB departments (e.g., operations departments, private sector, safeguards, procurement).
- Support engagement with:
    - governments and regulators
    - global partners (World Bank, AIIB, UNDP, ITU, GSMA, Co-Develop, Gates Foundation)
    - private sector and technology providers.
- Assist in organizing technical workshops, expert consultations, and digital government missions.

You will need:

- 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 6 years of professional experience in:
    - digital government
    - ICT infrastructure
    - cybersecurity and data governance
    - cloud and emerging technologies
    - digital development or transformation programs.
- International experience working in several countries.
- Strong technical and analytical skills; ability to work with data, digital maturity tools, and technical reports.
- Demonstrated ability to write clear analytical and technical documents.
- Strong teamwork and communication skills.
- Excellent command of English.

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Benefits

ADB offers a rewarding salary and a comprehensive benefits package. The salary will be based on ADB's standards and comparator markets, taking into account your qualifications and experience.

- Housing and education allowance (if applicable)
- Expatriate benefits (if applicable)
- Relocation (if applicable)
- Retirement plan
- Medical and health benefits
- Paid leave (including parental)
- Life and other insurance plans
- Staff development

Additional Information

This position is funded by a temporary funding source (e.g., a trust fund, financing facility, or capital expenditure budget) and therefore, the renewal of the appointment and its duration are subject to the availability of the funding source.

This is a fixed term appointment with the option to renew for an initial period of two (2) years following Section 3.1 (b) of Administrative Order No. 2.01 ("Recruitment and Appointment'). This appointment is not convertible to a regular appointment. At the end of the initial period, this appointment may be renewed for a period of up to one (1) year or not renewed.

About Us

Asian Development Bank (ADB) is an international development finance institution headquartered in Manila, Philippines and is composed of 69 members, 50 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 69 members.

To view ADB Organizational Chart, please click here.

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.

Visit ADB Careers FAQ for more information.

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