

Associate Financial Control Officer

The ADB-Viet Nam Resident Mission (VRM) 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.

Description of Responsibilities

To assist the overall administrative, reporting and processing activities at the Secondary Disbursement Processing Center (SDPC), which will be located at VRM, under the general guidance of an international staff supervisor in a specialized work area within ADB, ensuring that work objectives are accomplished in a timely and effective manner.

Reporting Arrangement

Supervisor: Assistant Controller and/or designated International Staff at SDPC

Selection Criteria

- Bachelor's degree in business administration, commerce or finance with Certified Public Accountant designation; preferably with advanced training
- At least 6 years' combined work experiences in disbursement, project administration, or related work experience in accounting or auditing
- In-depth knowledge and understanding of ADB's operations, administrative and disbursement policies and procedures.
- Working knowledge of international banking transactions, particularly relating to letters of credit transactions
- Ability to guide Administrative Staff and agency staff to deliver desired results with quality
- Excellent command of oral and written communication skills in English
- Ability to work collaboratively with teams as constructive team member

The vision of the Asian Development Bank (ADB) is a region free of poverty. Established in 1966 and based in Manila, Philippines, ADB's multicultural staff come from about 67 members. The advertised position is a local staff position with a local remuneration package. It is open only to persons who are nationals and residents of Viet Nam. While the position advertised is for the

Viet Nam Resident Mission, ADB staff may be required to serve in any location outside the Resident Mission at the discretion of Management.

We encourage diversity in our workforce and support an inclusive and respectful work environment.

To apply, visit www.adb.org/careers/170492

Deadline for applications is on 30 June 2017.

Due to the expected large number of applications, only shortlisted candidates will be contacted.