

## CREDIT GUARANTEE AND INVESTMENT FACILITY

Credit Guarantee and Investment Facility (CGIF), a Trust Fund of the Asian Development Bank (ADB), was established by the ten members of the Association of Southeast Asian Nations (ASEAN) plus China, Japan, Korea (ASEAN+3) and ADB. CGIF is a key component of the Asian Bond Markets Initiative (ABMI) of ADB and the ASEAN+3 cooperation. CGIF has been established to promote economic development and stability and resilience of the financial markets to prevent financial crisis reoccurrence. CGIF intends to draw regional savings towards long-term investments in local currency corporate bond markets. The main function of CGIF is therefore to provide credit guarantees for local currency denominated bonds issued by creditworthy companies in ASEAN+3 countries.

CGIF is calling for candidates for its Associate Attorney (AA) position in the Legal Department (LD). CGIF's AA is a **local staff** position. This individual will be responsible for supporting / assisting CGIF's General Counsel / Board Secretary on all legal issues and secretariat support related to CGIF. The selected candidate will be offered a locally competitive salary and benefits package.

### Associate Attorney (AA)

The AA will report directly to the General Counsel (GC) and will have, among others, the following responsibilities within the LD.

- Support and assist LD on legal matters based on the guidance by the GC.
- Support LD in advising Deal Operations Department (DOD) and Risk Management Department (RMD) on legal matters relating to CGIF transactions (including guarantee transactions), assist in negotiations with the client and its legal counsels, including support on selection and supervision of external counsels.
- Support in the execution of guarantee related documents, including collating Condition Precedent documents by working with client and coordinating the same with CGIF's external counsels.
- Coordinate, support, and administer activities related to meetings of the CGIF Contributors, Board and its Committees that include amongst others, preparation and transmittal of meeting notices and agenda and drafting of minutes of meetings.
- Research and analyse global institutional and regulatory issues relating to CGIF as a trust fund.
- Assist in communications with relevant government authorities for the confirmation of CGIF's tax exempt status and regulatory treatment.

- Assist the LD with other legal matters from the human resources and administrative side, Finance, and Treasury.

### **Qualifications**

- A university degree in law, preferably at postgraduate level.
- At least 3 to 5 years of experience in reputable law firms, or legal departments of major banking / financial institution / global corporations.
- Admission as a lawyer in the Philippines, or any ADB member country.
- Relevant experiences in assisting, supporting and managing board and committee meetings, e.g., as assisting role to secretary to board.
- Basic knowledge of and/or experience in capital market transactions, preferably fixed income instruments and guarantee instruments.
- Basic experience in negotiations and drafting of legal documents for financial transactions.
- Professional integrity, and strong analytical skills, with earned respect of professional peers.
- Preferably experience working in an international organization in ASEAN+3 countries.
- Good teamwork spirit with sufficient understanding of global culture and open to learn the global practices.
- Excellent command of written and spoken English.

**Interested candidates are invited to submit their applications with a detailed curriculum vitae including present and expected salary, a recent photograph, a contact telephone number and an email address to Sharon Lopez at [slopez@cgif-abmi.org](mailto:slopez@cgif-abmi.org) with the subject of the email listed as “Application for Associate Attorney” no later than 25 July 2014. Only shortlisted candidates will receive notification on the next stage of evaluation.**