

## 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. 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 looking for Assistant Investment Analyst, a local staff position. The selected candidate must be capable of delivering individual and contributed positively to team-based achievements. The selected candidate will be offered locally competitive salary and benefits.

### **Assistant Investment Analyst**

The Assistant Investment Analyst position, a national staff position, will report directly to a Senior Investment Specialist or Investment Specialist of CGIF.

#### **Responsibilities will include:**

- Assist the Senior Investment Specialist / Investment Specialist with their responsibilities including:
  - (i) market CGIF's bond guarantees; (ii) originate bond guarantee deals; (iii) assess bond issuers' credit risk; (iv) propose bond guarantee underwriting, and secure approval of such proposals; (v) arrange with issuers and their investment bank the terms of bond guarantees; and (vi) execute and close bond guarantee transactions
  - Identification, development, implementation and administration of guarantees to be considered by CGIF Management and Board by leading discussions and negotiations with project developers, sponsors, and investment banks
  - Development of a pipeline of CGIF guarantee operations
  - Establishing and maintaining active relationships with financial intermediaries in ASEAN+3 countries
  - Monitoring and evaluating the development impact of CGIF guarantee operations
  - Participating in knowledge management initiative
  - Undertaking the implementation and administration of guarantees to ensure full compliance with required guidelines, policies, and procedures, as well as agreed covenants and reporting requirements
  
  - Regular interactions with the risk management team in compliance with portfolio management objectives with respect to exposure limits, diversification and/or concentration

- Perform guarantee portfolio monitoring and periodic reviews as required with the supervision of the lead specialist
- Any other relevant duties that may be assigned based on business needs.

#### **Qualifications**

- A university degree in economics, finance or related fields; preferably at post-graduate level or its equivalent
- Preferably 1-2 years of relevant professional experience in private and finance sector, including hands-on experience in processing loans and/or guarantees for investment projects, analysing credit risks, structuring guarantee transactions, syndicating loans and related banking activities, broad-based bond market or guarantee operations would be an added advantage
- Fresh graduates in the top 5% of the graduating class or equivalent are also encouraged to apply
- Good knowledge of International Financial Reporting Standards (IFRS) and/or US Generally Accepted Accounting Principles (GAAP)
- Excellent computing skills with sound knowledge and proficiency in the use of Word, Excel and Power Point
- Flexible in working hours and ability to travel
- Strong analytical and creative problem solving skills, including financial due diligence and credit assessment skills
- Excellent communication skills and ability to interact, at a senior and top level
- Excellent command of written and spoken English

**Interested candidates are invited to submit their applications with a detailed curriculum vitae including nationality, present salary (if applicable), a recent photograph, a contact telephone number and an email address to “Head of BPMS” at [HRAdmin@cgif-abmi.org](mailto:HRAdmin@cgif-abmi.org) with the subject of the email listed as “Application for Assistant Investment Analyst” no later than 31 January 2015.**

**Only shortlisted candidates will receive notification on the next stage of evaluation.**