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 a Human Resource Analyst, a local staff position. The selected candidate must be capable of delivering individually and contributed positively to team-based achievements. The selected candidate will be offered locally competitive salary and benefits.

Human Resource Analyst

The Human Resource Analyst (HRA) position, a national staff position, will report directly to the Head of BPPMS or a person assigned by him / her.

Responsibilities will include:

- Assist in development and improvement of human resource initiatives by providing research and analysis to support HR initiatives.
- Assist in administering HR policies and procedures through follow up actions, reviews and compilation of various documentations.
- Assist in recruitment of staff through coordination of activities and compilation of documentation for compliance and review.
- Assist in administering the Performance Evaluation and Review process of CGIF.
- Assist in execution of staff training plan through research and coordination of training matters.
- Overlap with general administrative duties will be expected of this role.
- Any other relevant duties that may be assigned based on business needs.

Qualifications

- A university degree or its equivalent. A degree in human resource management is an added advantage.
- At least 5 years of work-related experience in a private or public organization.
- Good computer skills with proficiency in the use of Microsoft Word, Excel and Powerpoint.
- Ability to work with individuals from different cultural / national backgrounds; good interpersonal and communication skills.
- Ability to manage priorities and workload within general schedule of work, instructions and standardized practices.
- Ability to work with minimum supervision, and maintain composure under pressure.
- 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 BPPMS” at HRAadmin@cgif-abmi.org with the subject of the email listed as “Application for Human Resource Analyst” no later than 15 May 2015.

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