

## 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 HRAdmin@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.**