

## 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 (Obligors) in ASEAN+3 countries.

CGIF is looking for an Administrative Assistant, a local staff position. The selected candidate will be able to perform well defined assignments in an efficient and effective manner in supporting CGIF executives, professional staff, experts and other colleagues. The selected candidate will be offered locally competitive salary and benefits.

### **Administrative Assistant**

The Administrative Assistant, locally recruited, will be required to perform a full range of secretarial duties for the assigned supervisors, including organizing and maintaining records, contact with the public, preparing correspondence and reports, and other appropriate functions as required, coordinate CGIF administrative activities.

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

- Ensure that all correspondence and documents for supervisors are correctly typed, prepared and submitted on time in compliance with CGIF standard.
- Ensure that all incoming mails are logged, properly distributed and brought to the attention of concerned staff, and that outgoing mails/faxed are despatched on time.
- Provide efficient reception services by screening incoming telephone calls, taking accurate messages, dealing with queries from internal/external calls to ensure they are communicated in a timely manner to the concerned staff.
- Effective coordination of supervisor's schedules by maintaining their diaries and arranging appointment, meetings, travel and accommodation as specified by supervisors in accordance with adopted travel policy.
- Arrange meetings, appointments, and other external and internal contacts as desired by supervisors.
- Assist in the preparation of office memoranda, background materials and back-to-office reports as specified by supervisors.
- Prepare travel related requests, authorization, and request for reimbursements of business travel for staff.
- Maintain good filing systems and records for efficient file creation and retrieval.

- Perform any other routine office administrative functions as may be required; and also provide back-up to executive assistant.

**Qualifications**

- A university degree or its equivalent
- At least 3 to 5 years of work-related in a private or public organization prior to joining CGIF
- Good computer skills with sound knowledge and proficiency in the use of word processing, excel spread sheet, and graphic software used in CGIF
- 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 “Corporate Planner and Head of BPPMS” at [HRAdmin@cgif-abmi.org](mailto:HRAdmin@cgif-abmi.org) with the subject of the email listed as “Administrative Assistant” no later than 20 July 2015.**

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