

**Credit Guarantee and Investment Facility (CGIF)**, a trust fund of the Asian Development Bank (ADB), was established by the governments of 10 ASEAN countries and China, Japan and Korea (ASEAN+3), and by the ADB, as a key component of the Asian Bond Markets Initiative (ABMI) of the ADB and the ASEAN+3 cooperation. CGIF has been established to promote economic development and resilience of the financial markets, and to prevent disruptions to the international financial order by developing deep and liquid local currency and regional bond markets. The main function of CGIF is to provide credit enhancement to promote more issuances of local currency corporate bonds in ASEAN+3 countries.

**TERMS OF REFERENCE**  
**Assistant Investment Analyst**

**JOB PURPOSE**

The Assistant Investment Analyst (AIA) is a locally recruited administrative staff position that will support guarantee operations of CGIF. The selected candidate will be offered a locally competitive salary and benefits package.

**EXPECTED OUTCOMES**

The AIA will report directly to a Unit Head and will have the following main responsibilities.

- Perform on-going analysis/research and write review reports on CGIF’s existing clients as required with the supervision of the lead specialist or the Unit Head.
- Identify material business and financial changes of the clients compared to previous reports and assess their impact.
- Assist Senior Investment Specialist / Investment Specialist with their responsibilities.

**QUALIFICATION**

**Education Requirements:**

A university degree in business, economics, finance or related fields from a top university.

**Relevant Experience and Skills:**

- Preferably at least 5 years of relevant professional experience in banking or finance sector, performing credit analysis or investment research and/or due diligence covering business and financial profiles of corporations.
- Ability to comprehend and analyze financial statements and have good understanding of accounting principles.
- Excellent communication skills and ability to interact, at a senior level in English.
- Able to work under tight deadlines and to travel frequently.
- Working proficiency in MS Word, Excel and Power Point.
- Candidates who successfully completed CFA Level 1 will have an added advantage.

- Strong analytical and creative problem-solving skills, including financial due diligence and credit assessment skills or industry experience would be an added advantage.

### **TECHNICAL COMPETENCIES**

- Able to provide analytical support such as in-depth research, pricing, financial analysis, cash flow projection and sensitivity.
- Able to review and analyze performance of portfolio of companies, support the IS/SIS with respect to performing annual or more periodic reviews.

### **CORE COMPETENCIES**

#### **Achieving Results and Problem Solving**

- Understands and delivers set work plan according to agreed timeline.
- Notifies supervisor when a setback occurs in completing routine tasks.
- Seeks supervisor's guidance to properly identify and solve problems.

#### **Personal Effectiveness**

- Manages own tasks and personal time well.
- Prompt and reliable in completing tasks at hand; requires direct supervision.
- Has a positive attitude towards change in work environment.

#### **Collaboration and Teamwork**

- Collaborates with the department; is friendly and cooperative.
- Offers assistance to others, when asked, to achieve departmental objectives.
- Treats everyone with courtesy and respect.

**Interested candidates are invited to submit their applications with a detailed curriculum vitae including nationality, present and expected salary, 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 Assistant Investment Analyst" no later than 1 April 2022.**

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