

**Credit Guarantee and Investment Facility, a trust fund of the Asian Development Bank (CGIF)**, was established by the governments of 10 ASEAN countries and China, Japan, and Korea (ASEAN+3), and by the Asian Development Bank (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 Legal Officer

### JOB PURPOSE

The Legal Officer (LO) is a locally recruited national staff position in the Legal Department and Board Secretary (LD/BS). This individual will be responsible for supporting/assisting CGIF's General Counsel and Board Secretary in all legal issues relating to CGIF. The selected candidate will be offered a locally competitive package.

### EXPECTED OUTCOMES

The LO will report directly to the General Counsel and Board Secretary (GC and BS) and will be responsible for, among other things, the following:

- Support the Legal Department (LD) of CGIF regarding any legal matter based on the guidance of the GC and BS
- Support and assist in the selection of external counsels of CGIF for guarantee transactions, and supervise their work in close coordination with CGIF's Deal Operations Department (DOD) and Risk Management Department (RMD)
- Support LD in providing legal advice to DOD and RMD related to CGIF guarantee transactions and assist in the negotiation with clients and their legal counsels where CGIF guarantees local bond issuance. Therefore, under templates LO shall coordinate having CGIF's external law firm review/negotiate on (i) bond documents (Offering Circular, Subscription agreement, bond terms & conditions, trustee agreement, agency agreement etc.) and (ii) guarantee documents (Guarantee agreement reimbursement and indemnity agreement and Guarantee fee letter) and (iii) other document such as security agreements etc.
- Support LD in drafting legal and guarantee-related documents, including to manage finalizing documents to meet the list of condition precedents
- Support LD in conducting its legal due diligence procedures
- Support in negotiating with Reinsurance Agreements, Risk Participation Agreements, or other type of Risk Sharing/Co-Guarantee Agreements
- Assist and provide support in the review and analysis of institutional legal and regulatory issues, including the interpretation of CGIF's privileges immunities and exemptions

- Provide legal assistance to CGIF's functional units/departments, including, but not limited to, reviewing basic contracts such as Non-Disclosure Agreements, and other general corporate documents
- Assist in the negotiation with relevant government authorities and regulatory bodies
- Perform other relevant duties that may be assigned based on time to time

## **QUALIFICATION**

### **Education Requirements**

A university degree in law, preferably at postgraduate level, and admission as a lawyer in the Philippines

### **Relevant Experience and Skills**

- With at least 5 years of working experience in reputable law firms or legal departments of major banking/ financial institution/ global corporations/ IO and MDBs, as a lawyer. Has knowledge of and/or experience with capital market transactions, preferably with fixed income and guarantee instruments
- Experience in contract drafting and negotiations for financial transactions
- Fluency in spoken and written English, and ability to quickly turnaround with reports which require minimal editing
- Familiarity with MS Excel, Word, PowerPoint.

## **CORE COMPETENCIES**

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

- Plans and delivers own work plan according to set timeline to support desired outcomes of one's department
- Appropriately derives and organizes the essence of the problem or risks to draw solid conclusions
- Considers multiple sides of an issue and weighs consequences before proposing practical measures to address the problem

### **Personal Effectiveness**

- Manages own work plan and is able to prioritize and meet deadline
- Displays willingness to learn from others regardless of own skills and abilities
- Understands and accepts the need to change the way things are done to improve services on continuous basis

### **Collaboration and Teamwork**

- Cooperative and collaborates with the department to work towards departmental goals
- Willingly provides assistance and support others to achieve team/departmental objectives

- Treats everyone with courtesy and respect; is approachable and accommodating

#### **TECHNICAL COMPETENCIES**

- Has moderately advanced knowledge and experience on diverse legal practice areas
- Has a clear understanding of the legal support and administration requirements of CGIF
- Has adequate ability to identify and apply CGIF's policies, practices, and procedures in legal practice areas

**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](mailto:HRAdmin@cgif-abmi.org) with the subject of the email listed as "Application for Legal Officer" no later than April 30, 2022.**

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