

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

Safeguards Administration & Monitoring Assistant

OVERVIEW

The Safeguards Administration and Monitoring Assistant (SAMA) is a local contractual position, that will report directly to the Principal Safeguards Specialist (PSS) of CGIF, or any other professional staff designated by the PSS. She/he will be responsible to assist in CGIF's Safeguards administration and monitoring function in relation to Environmental, Social and Governance (ESG) and Integrity compliance and reporting, including Know your Customer (KYC) requirements, within the Risk Management Department. The selected candidate will be offered a one (1) year contract (with the possibility of conversion into a full-term contract based on the incumbent's performance at the sole decision of CGIF) at a locally competitive salary package.

JOB DESCRIPTION

Responsibilities of the SAMA consist of the following, among others.

- In close collaboration with the PSS and Safeguards Officers, the SAMA shall proactively monitor, report, and ensure full compliance with agreed Safeguards related terms and conditions entered with the Issuers guaranteed by CGIF, including among others:
 - Providing periodic summary analysis and reporting to the PSS for all existing guaranteed transactions specifying: (i) scheduled compliance documents/ reports due in the coming months; (ii) outstanding/ pending compliance items yet to be received with action steps and timeline to receive/comply the required covenants; (iii) long-term pending and unactioned non-compliance items that require senior management attention; (iv) highlight of any amendments or changes on guarantee/covenant terms
 - Check each compliance document/report received and ensure completeness, accuracy and satisfactory compliance with agreed covenant or condition terms.
 - Ensure ongoing compliance in accordance with CGIF guidelines, policies, and procedures.
 - Review Safeguards and/or ESG Reports and/or Compliance Certificates (ESG related) of existing Issuers as issued to CGIF and keep the PSS and Safeguards Risk Officers apprised of material changes and events, including any potential non-compliance to CGIF requirements.
 - Promptly escalate any exceptions, deviations, or breach of compliance covenants or conditions to the PSS and Safeguards Officers.
 - Recommend improvements to CGIF's safeguards administration and monitoring functions.

- Lead the Safeguards team implementation and utilization of the CGIF Data Warehouse. This includes responsibility for data entry and data management (Issuer ESG or Integrity related conditions, covenants, ratings, and other Safeguards related information) under the data warehouse requirements to support compliance monitoring and reporting.
- Provide support for the production of regular or ad hoc reporting such as safeguards transaction updates/progress, issuer compliance summaries, risk management reviews or other ad hoc management reports as required, for both internal and external use.
- Support the electronic filing (archiving) of all documents as per internal guidelines
- Support the PSS and Safeguards team in general administrative duties such as expenses and/or travel booking and/or calendar management and administration,
- Any other relevant duties that may be assigned by the PSS on a case-to-case basis, including supporting Safeguards Risk department in performing periodic reviews, reports or other tasks.

QUALIFICATIONS

Education Requirements

A university degree in a relevant subject or field.

Relevant Experience and Skills

- At least 3 years of relevant professional experience in finance sector, including hands-on experience in credit, ESG, KYC or compliance functions
- Candidates with experience in monitoring or undertaking review of ESG, Sustainability or Safeguards and KYC/Compliance related issues is preferred
- Specific document and record management (monitoring, filing and retrieval) experience
- Strong organizational and time management skills (prioritization of multiple tasks)
- Possesses a high level of attention to detail
- Self-motivated and able to work under pressure and independently
- Strong interpersonal skills/teamwork
- Flexibility of thought process, willingness to change and learn new skills
- Proficiency in the use of Word, Excel and Power Point, and other related software.
- Excellent command of written and spoken English

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 personal time well and is able to prioritize what is immediately required
- Prompt, reliable and keen on details in completing tasks at hand; requires minimal supervision
- Has a positive attitude towards change and remains focused on tasks

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

TECHNICAL COMPETENCIES

- Has the ability to provide basic general administrative support and services.
- Has general knowledge on the usage of office soft wares and equipment needed for reports.
- Has the ability to take on the role of an effective source person in general admin processes.

Interested candidates are invited to submit their applications with a detailed curriculum vitae including nationality, present, and expected salary, a recent photograph, contact telephone number, and an email addressed to the Head of BPPMSD at HRAdmin@cgif-abmi.org with the subject of the email listed as "Application for Safeguards Administration and Monitoring Assistant (SAMA)" on or before 28 February 2023.

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