

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

Investment Specialist (IS) - Guarantee Operations

JOB PURPOSE

The Investment Specialist is an international staff to complement CGIF's team of guarantee processing professionals based in Manila, Philippines. The incumbent will act as the task manager capable of delivering individual and team-based achievements. The selected candidate will be offered internationally competitive salary and benefits including certain privileges and immunities.

EXPECTED OUTCOMES

The IS will report directly or indirectly to team leaders within the Deal Operations Department and will have, among others, the following responsibilities:

- Originate and structure new guaranteed bond transactions that will further develop the ASEAN + 3 local currency bond markets in line with CGIF's developmental mandate;
- Process new guarantee transactions - (i) evaluate potential bond issuers' credit profile and eligibility of receiving a guarantee and secure approvals for transactions; (ii) conduct comprehensive due diligence and structure appropriate terms of the guarantee facility; (iii) prepare guarantee underwriting proposals; (iv) articulate strong justifications to secure approvals from management committees and the Board, and; (v) execute bond and guarantee documentation;
- Oversee performance and monitoring of guaranteed companies/projects as well as undertake any remedial actions if needed;
- Undertake the implementation and administration of guarantees to ensure full compliance with guidelines, policies, and procedures, as well as agreed covenants and reporting requirements;
- Engage Risk Management to justify risk rating and proposed terms with respect to each proposal and to comply with portfolio management objectives with respect to exposure limits, diversification and/or concentration;
- Supervise and coordinate workstreams with other departments and consultants;
- Any other relevant duties that may be assigned.

QUALIFICATION

Education Requirements:

A university degree in economics, finance, or related fields; preferably at post graduate level or its equivalent.

Relevant Experience and Skills:

- Ability to undertake the responsibilities mentioned above independently with minimal supervision,
- At least 5-10 years of relevant professional experience in the private finance sector, including hands-on experience in analyzing and processing credit facilities for corporates and infrastructure projects,
- Extensive experience and network in the corporate/project financing sectors of in the ASEAN+3 region.
- Strong analytical skill to evaluate quantitative and qualitative credit risks and structuring credit terms is a prerequisite
- Good knowledge of International Financial Reporting Standards (IFRS) and/or US Generally Accepted Accounting Principles (GAAP)
- Excellent computing skills with sound knowledge and proficiency in the use of Word, Excel and Power Point
- Experience in corporate/project financing, capital or bond markets and guarantee operations within the ASEAN+3 region
- Candidates with experience and familiarity with the capital markets of China (including Hong Kong SAR) or Japan will have an advantage.
- Flexible in terms of work hours and have the ability to travel frequently
- Advanced in client management and negotiation skills (with issuers, investment banks, sponsors, co-financiers and counter-guarantors)
- Excellent communication skills, including gravitas to interact with senior management/board/share holders
- Excellent command of written and spoken English. In addition, as the role is expected to interact extensively with stakeholders from China and Japan, candidates who are conversant and possess business-level literacy in Mandarin Chinese or Japanese will be preferred.

TECHNICAL COMPETENCIES

- Has advanced knowledge and international experience in credit and guarantee operations management
- Has ability to lead transaction assigned for more basic vanilla transactions with guidance from supervisor towards securing approval
- Has ability to oversee reviews of portfolio companies assigned

CORE COMPETENCIES

Achieving Results and Problem Solving

- Integrates specialized techniques, which are gained from past experiences, different projects, organizations and countries, to offer resolutions and achieve target goals
- Plans for current or immediate risks by developing contingencies and programs to address issues that may impact achievement of results
- Makes informed decisions and advise, to solve problems, based on available information

Personal Effectiveness

- Oversees department goals well and is able to set priorities according to department's workplan
- Fulfills commitments on time that contribute to meeting organizational goals
- Motivates staff to respond constructively to change

Collaboration and Teamwork

- Builds collaborative and cooperative relationships to achieve organization-wide goals
- Initiates/ anticipates assistance and support needed to provide to others to achieve departmental objectives
- Treats everyone with courtesy, respect; strives to be fair and consistent

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 "Investment Specialist – Guarantee Operations" no later than 20 January 2024. This post will be filled by two candidates.

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