

**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 Officer (SO)**

#### **OVERVIEW**

The Safeguards Officer (SO) is a locally recruited national staff position responsible for CGIF Safeguards Policy compliance, including assessing the potential for adverse environmental and social risks or impacts, of entities applying for, or having outstanding, credit guarantee from CGIF. The selected candidate will be offered a locally competitive salary and benefits package.

#### **JOB DESCRIPTION**

The Safeguards Officer will report directly to the Principal Safeguards Specialist (PSS) and will have, among others, the following responsibilities:

- Assist in assessing and categorizing entities according to the potential and severity of their environmental and social risks or impacts.
- Assist in ensuring compliance with CGIF Environmental and Social Safeguards (ESS) Policy.
- Assist in appointing and monitoring external consultants for safeguards related assessments of environmental and social risks or impacts.
- Assist in preparation of ESS Policy compliance assessment reports for each guarantee proposal or annual review.
- Assist in arranging and reviewing environmental management plans, indigenous people's plans, involuntary resettlement plans and related corrective action plans.
- Assist in the preparation of reports on CGIF's environmental and social risk management.
- Assist in preparing environmental and social related disclosures for CGIF issued guarantees.
- Attend site and/or projects visits to assess environmental and social risk management.
- Assist in reviewing safeguards-related wording in legal documents for guarantees.
- Perform other relevant safeguards-related duties.

## **QUALIFICATIONS**

### **Education Requirements**

A university degree in Sociology, Environmental Science, Environmental Engineering, Agricultural Engineering, Applied Social Science, Ecology, Natural Resources Management, or related fields; from a recognized university.

### **Relevant Experience and Skills**

- At least 8 years overall relevant working experience in environmental and social impact assessment and/or management.
- Technical knowledge in relevant areas such as environmental and social impact assessment of infrastructure, industrial or agricultural sectors, ESG risk assessment, environmental and social studies, environmental management or environmental planning.
- Experience of working within, or with a Multilateral Development Bank is advantageous.
- Membership in a related professional association, or accreditation as an environmental expert is advantageous.
- Proficient in speaking and writing in English. Experienced in writing reports, proposals, and/or publications following international standards.
- Able to work with multidisciplinary and multicultural teams.
- Able to deliver work within tight deadlines and handle heavier work pressure.
- Able to travel regularly to different countries, where required.

## **CORE COMPETENCIES**

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

- Plans and delivers own work according to set timeline to support desired outcomes.
- Appropriately assesses and describes problems or risks and can present concise conclusions.
- Considers multiple sides of an issue and potential consequences before proposing practical measures to address the problem.

### **Personal Effectiveness**

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

### **Collaboration and Teamwork**

- Cooperative and collaborates with the department to work towards shared goals.
- Provides assistance and supports others to achieve team or departmental objectives.
- Treats everyone with courtesy and respect; approachable and accommodating.

#### **TECHNICAL COMPETENCIES**

- Skilled in assessment of environmental and/or social risks and policy compliance.
- Experience in the design, implementation and monitoring of Corrective Action Plans.
- Skilled in presenting results of environmental and social risk and/or impact assessments, monitoring, and compliance.
- Expertise in supporting and liaising with external consultants.

**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 Head of BPPMSD at HRAdmin@cgif-abmi.org with the subject of the email listed as “Application for Safeguards Officer (SO)” on or before 29 February 2024.**

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