

**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**

### **Treasury Analyst (TA)**

#### **JOB PURPOSE**

The Treasury Analyst (TA) is a locally recruited national staff position who will be responsible for undertaking a range of investment and treasury functions. The selected candidate will be offered locally competitive salary and benefits package.

#### **EXPECTED OUTCOMES**

The TA will report directly to the Chief Financial Officer (CFO) and will have, among others, the following responsibilities:

- Under the guidance of the CFO, manage CGIF's fixed income portfolio pursuant to and within the bounds of CGIF's treasury risk management Guidelines;
- Execute FX transactions and prepare supporting documents if required;
- Discuss with the CFO strategic investment direction along with market evolution;
- Keep abreast of US dollar bond market and discuss investment strategies with the CFO;
- Prepare monthly investment performance report including risk monitoring results
- Prepare quarterly management reports and liquidity reports;
- Provide treasury and investment related data requested by rating agencies
- Verify treasury data from ADB;
- Assist CFO in downloading, filtering, or sometimes analyzing the data associated with bond market or macro economy when requested;
- Perform other relevant duties that may be assigned based on business needs.

#### **QUALIFICATIONS**

##### **Education Requirements**

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

##### **Relevant Experience and Skills**

- Suitability to undertake the responsibilities mentioned above at the required level;
- Preferably with 5 years fixed income security related work experience in a financial market;
- Good knowledge of fixed income market and risk parameters with strong analytical skills;

- Experience in Bloomberg terminal for data finding and downloading;
- Proficient with office suite software, particularly MS Excel (preferably VBA Macro), Word, and PowerPoint;
- Good oral and written communication skills in English;
- Good interpersonal skills.

## **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

## **TECHNICAL COMPETENCIES**

- Has basic knowledge and experience in treasury and investment
- Has a good understanding of treasury and investment strategies

**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 Treasury Analyst" no later than 15 January 2025.**

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