

**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**  
**Audit Officer / (Analyst)**

**OVERVIEW**

The Audit Officer / Analyst is a local position responsible for supporting/ assisting CGIF’s Internal Auditor on all the audit related matters to CGIF. The selected candidate will be offered locally competitive salary package.

**JOB DESCRIPTION**

The Audit Officer / Analyst will report directly to the Internal Auditor and will have the following main responsibilities.

- Conduct end-to-end process of auditing per plan in a timely manner.
- Identify improvements on needed areas by assessing the risks and internal controls against business developments and market/environment changes.
- Review compliance, ensuring the Business is adhering to governing policies, procedures, ethics, and business conduct standards.
- Maintain and execute Quality Assurance and improvement programs of internal audit function.
- Liaise with External Auditor to ensure adequate and cost-effective audit coverage and minimize duplication of the audit efforts.
- Provide advisory services to improve efficiency, effectiveness of internal controls and operations, and promote control and risk awareness .
- Contribute to formulating possible solutions to root cause of the problem.
- Assist Internal Auditor with Audit Committee matters.
- Assist Internal Auditor on performance improvement of internal audit function.
- Conduct other tasks assigned by Internal Auditor.
- Ensure Compliance with IIA’s International Standards for the Professional Practice of Internal Auditing (Standards).

**QUALIFICATIONS**

**Education Requirements**

Bachelor’s degree in business administration, Accounting, Finance, Information Systems, or related fields with advanced training. A relevant professional qualification, for example Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Certified Information System Auditor (CISA) or equivalent, would be an advantage.

### **Relevant Experience and Skills**

- Suitability to undertake the responsibilities mentioned above at the required level.
- Minimum 3 years working experiences in credit assessment, credit risk or credit audit is a must. Experience in market, liquidity and operational risk management would be an added advantage.
- Minimum 7 years working experience in public accounting firms, financial institutions or investment and fund management companies in audit or compliance.
- Resourceful, motivated, and able to work with minimum supervision.
- Versatility to conduct a variety of audits.
- Ability to work under pressure with professional integrity, strong analytical skills and to develop rapport internally and externally in a multicultural environment.
- Strong communication skills (both oral and written in English).

### **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 liabilities.
- 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; approachable and accommodating.

### **TECHNICAL COMPETENCIES**

- Has adequate knowledge and diverse experience in the principles, roles, and processes of internal audit.
- Has comprehensive understanding of CGIF's organizational policies, guidelines, and practices.
- Has adequate ability to contribute to the development of CGIF internal audit plan and 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 the Corporate Planner and Head of BPPMS at HRAdmin@cgif-abmi.org with the subject of the email listed as "Application for Audit Officer/Analyst" on or before 3 May 2025.**

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