

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

Credit Administration Analyst

OVERVIEW

The Credit Administration Analyst (CAA) is a local staff that is responsible for credit administration and monitoring. The CAA will be assigned to the Credit Administration Unit of the Risk Management Department, Credit Risk Group.

JOB DESCRIPTION

The CAA assists CGIF's Credit Administration Officer (CAO) in the following.

- Monitoring for compliance of bond issuers / obligors with the terms and conditions of agreements entered with CGIF.
- Monitoring compliance of CGIF's internal units with credit administration guidelines related to the electronic filing and physical transmittal of credit and legal documents to the repository.
- Preparing and submitting monthly reports that summarize the covenant breaches and internal non-compliance issues.
- Verifying front line assessments of compliance by bond issuers / obligors with terms and conditions of agreements entered with CGIF.
- Reporting observed significant / material exceptions, deviations, or breach of covenants and internal credit administration guidelines.
- Recommending improvements to credit administration and monitoring processes / procedures.
- Custodianship over credit files.
- Attending to other assigned duties or tasks.

QUALIFICATIONS

Education Qualifications

Bachelor's degree in Finance, Accounting, Business Administration, Economics, Legal Management or a related field. Professional certifications (preferred but not mandatory): CPA, CFA

Work Experience

- Minimum of 3 years of experience in credit administration, loan monitoring, credit risk management, or banking operations.
- Experience in reviewing loan agreements, bond covenants, and security documentation.
- Familiarity with financial statement analysis and covenant compliance tracking.
- Prior exposure to credit file management and regulatory reporting is an advantage.
- Experience in a bank, financial institution, or corporate credit department is highly desirable.

Skills

- Proficiency in Microsoft Excel, Word, Power Point.
- Excellent command of written and spoken English.
- Good report-writing skills.
- Strong analytical skills with attention to detail.
- Strong interpersonal skills / teamsmanship
- Ability to work under pressure and independently
- Ability to interpret legal and financial documents (loan agreements, security agreements, financial statements).
- Understanding of risk management principles.
- Preferred but not required: Experience with collateral valuation and perfection of security interests.

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 tasks well and can prioritize and submit outputs ahead of the set deadline
- Displays flexibility and willingness to step out of comfort zone and learn from others
- Takes changes in situation as an opportunity to improve and develop work

Collaboration and Teamwork

- Cooperative and collaborates with the department to work towards departmental goals
- Willingly assists and support others to achieve team/departmental objectives
- Treats everyone with courtesy and respect; is approachable and accommodating

TECHNICAL COMPETENCIES

- Skilled with technical ability in carrying out general credit administration and monitoring tasks
- Skilled in advance level of tracking and document management skills in overseeing CAM system with high level of proficiency from a timely and accuracy perspective without delays or errors

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 Credit Administration Analyst" no later than 30 November 2025.

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