

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

Head, Institutional Risk

JOB PURPOSE

The Head, Institutional Risk (HIR) is an international staff position who will be responsible for the overall institutional risk management functions of CGIF. The HIR will report directly to the Chief Risk Officer (CRO).

The selected candidate will be offered an internationally competitive salary and benefits that include certain privileges and immunities.

EXPECTED OUTCOMES

The HIR will be responsible for the leading the Institutional Risk Group (IRG) comprising the Environmental, Social, and Governance (ESG) risk and integrity risk management teams and will have, among others, the following responsibilities under the supervision of CRO.

- Maintaining and enhancing ESG risk and integrity risk operating policies, procedures, and management functions.
- Reviewing and continually improving CGIF's policies and frameworks for managing ESG and integrity risks including CGIF's Environment and Social Management System (ESMS) and Integrity Management System (IMS).
- Monitoring the implementation of, and compliance to the Environmental and Social Policy, and Integrity Policy, ESMS and IMS; and reporting in accordance with these policies.
- Identification, assessment, management and reporting of ESG and integrity risks associated with CGIF's guarantees portfolio, ensuring these remain within CGIF risk parameters.
- Fostering a strong risk culture within CGIF and enhancing overall capacity for managing ESG and integrity risks, including training in the fields of environmental, social, anti-corruption, anti-money laundering, know your customer and due diligence procedures.
- Generating and disseminating knowledge and experience through training and development media for CGIF stakeholders.
- Developing training and skills enhancement programs for issuers in relation to the ESMS and IMS implementation within their own business.
- Stakeholder engagement for the ESG and integrity risk functions and maintaining working relationships with key partners, including the Asian Development Bank, ratings agencies, or co-financiers.
- Providing guidance and advice in respect of ESG reporting initiatives within CGIF.
- Reporting to management, the board, and external stakeholders on ESG and integrity risk management and performance.

QUALIFICATIONS

Education Requirements

A university degree in Environmental Science, Environmental Engineering, Applied Social Science, Ecology, Natural Resources Management, Finance, or a related field.

A postgraduate degree, or equivalent experience, in Finance, Environmental Management, or a related field.

Experience and Skills

- An experienced environmental or risk management specialist with a global view and strong results orientation while appreciating the development role of CGIF in the private sector.
- Comprehensive knowledge of risk management and policy development within Environmental, Social and Governance, and Integrity fields, preferably with experience gained within financial institutions or regulators.
- Experience in assessment against, or implementing, ESG and integrity standards of other bilateral or multilateral development agencies or international financial institutions.
- Experience of working within, or directly for, a multi-lateral development bank or agency in an ESG related role is an advantage.
- Proven experience in assessing and managing ESG risks, including environmental, social, anti-corruption, anti-money laundering (AML/CFT) and integrity risks; and developing risk mitigation corrective actions plans (CAP) and monitoring risk compliance.
- Independent thinker, able to make and implement difficult decisions, with a high-level of professional integrity and strong analytical skills.
- Proven leadership skills with the ability to develop vision and strategies for ESG and integrity risk evaluation and driving the management of change while managing work programs within tight deadlines and team budgets.
- Ability to interact and communicate effectively across organizational boundaries, with board members, government officials, senior management, and other international and local staff members within a multi-cultural environment.
- Experience working in international organizations and in ASEAN+3 countries is an advantage.
- Excellent command of written and spoken English.

CORE COMPETENCIES

Achieving Results and Problem Solving

- Shares one's takeaways and techniques, gained from past experiences, different projects, organizations, and countries, to help achieve resolutions and quality results to support organizational goals.
- Plans for unanticipated risks and future issues by developing contingencies and programs to address issues that can impact achievement of quality results.
- Consistently makes informed decisions and advise, to independently solve programs, based on available information and hard to find information that is relevant, current and clear.

Personal Effectiveness

- Oversees department goals and is able to set priorities and provides effective guidance and motivation to meet deadlines.
- Inspires and motivates one's department to fulfill commitments on time.
- Motivates staff to respond constructively and be receptive to changes.
- Takes ownership of team outcomes, not just individual tasks.
- Exhibit a deep understanding of ethics and professionalism, resolve most issues independently with sound judgement.

Collaboration and Teamwork

- Resolves interpersonal conflicts constructively and professionally without outside assistance.
- Creates an open and transparent working environment that fosters sharing of information and knowledge to accomplish mutual goals.
- Model exemplary respectful behavior and inclusivity in all interactions and promote a respective and inclusive work environment.

TECHNICAL COMPETENCIES

- Skilled in assessing ESG and C-AML-CFT risks based on policies, checklists, and tools
- Skilled in designing and implementing comprehensive CAPs and/or risk mitigants
- Skilled in providing in-depth ESG and integrity risk assessments, and monitoring/compliance reports
- Skilled in selecting, appointing, overseeing, supervising, and evaluating performance of external consultants

MANAGERIAL COMPETENCIES

Managing Staff

- Ensures consistent and transparent application of staff policies in all situations, even when challenged by stakeholders
- Proactively manages the performance of all staff by delivering meaningful feedback about strengths, development areas, and performance issues at all opportunities
- Prioritizes staff management by building an open and supportive environment where all staff are focused on results, even in difficult situations
- Motivates staff to collaboratively achieve Departmental results and collectively share achievements
- Considers team strengths, development priorities, and divisional accountabilities, when distributing tasks and accountabilities

Leadership and Strategic Thinking

- Aligns words with actions.
- Seeks opportunities to gain support and buy-in from internal and external stakeholders for CGIF's business plan.
- Motivates others who are unclear or not aligned with the priorities of CGIF business plan by explaining the rationale and big picture supporting objectives.
- Sought out trusted advisor to assist in aligning work plans within CGIF.

- Consistently involves current and potential stakeholders in designing and managing organizational changes needed to achieve.

Inspiring Trust and Integrity

- Expresses views and behaves that enforces CGIF values and inspires others to follow.
- Establishes an environment that encourages open communication and responsible information sharing.
- Delivers on commitments, obligations, and promises.
- Avoids abuse of power or authority in any circumstance.
- Consistently applies and upholds CGIF rules and code of conduct.
- Takes prompt and consistent action to address unprofessional, improper, or unethical behavior, including possible misconduct and violations to CGIF's anticorruption policy.
- Acts promptly to address any situations of perceived, potential, or actual conflicts of interest.
- Maintains confidentiality of information in accordance with CGIF rules.

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 Careers@cgif-abmi.org with the subject of the email listed as "Application for Head Institutional Risk" no later than 28 February 2026.

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