

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

Investment Specialist (IS) - Guarantee Operations

JOB PURPOSE

The Investment Specialist is an international staff to complement CGIF's team of guarantee processing professionals based in Manila, Philippines. The incumbent will act as the task manager capable of delivering individual and team-based achievements. The selected candidate will be offered internationally competitive salary and benefits including certain privileges and immunities.

EXPECTED OUTCOMES

The IS will report directly or indirectly to team leaders within the Deal Operations Department and will have, among others, the following responsibilities:

- Originate and structure new guaranteed bond transactions that will further develop the ASEAN local currency bond markets in line with CGIF's developmental mandate;
- Process new guarantee transactions - (i) evaluate potential bond issuers' merit of receiving a guarantee and secure approvals for transaction to proceed from concept stage; (ii) conduct comprehensive due diligence and negotiate with issuers and arrangers' acceptable structure and terms of the guarantee facility; (iii) prepare quality bond guarantee underwriting/credit proposals; (iv) articulate strong justifications to secure approvals from risk managers, management committees and the Board, and; (v) execute and close bond guarantee transactions;
- Oversee performance and monitoring of guaranteed companies/ projects as well as undertake any remedial actions needed for any non-compliance of covenants;
- Undertake the implementation and administration of guarantees to ensure full compliance with required guidelines, policies, and procedures, as well as agreed covenants and reporting requirements;
- Engaging risk managers to justify appropriate risk rating and risk mitigation measures with respect to each proposal and to comply with portfolio management objectives with respect to exposure limits, diversification and/or concentration;
- Taking the role as task manager, where necessary, and supervising and coordinating the

work of other task members and consultants;

- Market development initiatives, such as attending and/or speaking in forums, seminars and workshops to develop awareness of CGIF's guarantee and/or develop the respective local currency bond markets.
- Any other relevant duties that may be assigned based on business needs.

QUALIFICATION

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 independently with minimal supervision;
- Minimum of 10 years of relevant professional experience in regional client coverage and/or debt capital market, including hands-on experience and track record in regional client origination and relationship management, processing credit-related approvals and/or guarantees for corporates and infrastructure projects
- Track record of originating, structuring, executing, and managing corporate and/or project financing, broad exposure to key economic sectors in ASEAN.
- Extensive network of client, arrangers, and banking network in the ASEAN region.
- A strong analytical mind to evaluate quantitative and qualitative credit risks and structuring appropriate terms, creative, problem-solving
- Strategically minded and result-oriented; able to project manage transactions from inception until closing independently, coordinate with internal and external stakeholders including regulators.
- Advance exposure and/or deep understanding of environmental, social and corporate governance (ESG), climate-financing, structuring green / social / sustainability / sustainability-linked bond standards, and/or multilateral-type of environmental and social safeguards standards.
- Availability and willingness to travel extensively and frequently; flexible with working hours.
- Excellent communication skills and ability to interact confidently and competently at a senior/C-suite level
- Excellent command of written and spoken English, including ability to present or speak at bond market seminars, forums, and workshops in the region. Ability to communicate in a local ASEAN language(s) will be an advantage.

TECHNICAL COMPETENCIES

- Has advance knowledge and international experience in credit and guarantee operations management
- Has ability to lead transaction assigned for more basic vanilla transactions with guidance from supervisor towards securing approval
- Has ability to oversee reviews of portfolio companies assigned

CORE COMPETENCIES

Achieving Results and Problem Solving

- Integrates specialized techniques, which are gained from past experiences, different projects, organizations and countries, to offer resolutions and achieve target goals
- Plans for current or immediate risks by developing contingencies and programs to address issues that may impact achievement of results
- Makes informed decisions and advise, to solve problems, based on available information

Personal Effectiveness

- Oversees department goals well and is able to set priorities according to department's workplan
- Fulfills commitments on time that contribute to meeting organizational goals
- Motivates staff to respond constructively to change

Collaboration and Teamwork

- Builds collaborative and cooperative relationships to achieve organization-wide goals
- Initiates / anticipates assistance and support needed to provide to others to achieve departmental objectives
- Treats everyone with courtesy and respect; strives to be fair and consistent

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 "Investment Specialist – Guarantee Operations" no later than 31 January 2026.

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