

**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**

### **(Senior) Human Resources and Administration Analyst**

#### **JOB PURPOSE:**

The HR and Administrative Analyst will play a key role in supporting and enhancing the delivery of HR and administrative projects across CGIF. The position involves handling both operational and project deliverables involving HR, contributing to the review and improvement of HR and other applicable policies, systems, and processes. The incumbent is expected to be proactive in identifying needs, anticipating challenges, and initiating actions that support efficient and effective HR operations and projects. The selected candidate will be offered a locally competitive salary and benefits package commensurate with experience.

#### **EXPECTED OUTCOMES:**

The HR and Administrative Analyst will report directly to the Corporate Planner and Head of BPPMS, or an Officer assigned by him/her and will have, among others, the following main responsibilities:

- Proactively support the planning, coordination, and implementation of HR programs and projects supported or initiated by HR.
- Provide assistance and advice in the interpretation and application of HR policies, procedures, and practices.
- Contribute to the development or enhancement of HR tools, templates, and business processes, ensuring continuous improvement and operational efficiency.
- Take initiative in supporting the team with staff engagement and internal communication initiatives, including preparation of proposals, reports and presentation materials.
- Coordinate general office administration matters, including vendor liaison, logistics, and procurement support as required.
- Perform other relevant duties that may be assigned based on business needs.

#### **QUALIFICATIONS**

##### **Education Requirements**

A university degree in Human Resource Management, Business Administration, or a related field is required.

### **Relevant Experience and Skills**

- At least 7 years of progressively responsible experience in human resources and office administration, preferably in a multinational or international organization.
- Demonstrated proactive and conscientious approach to work — able to anticipate requirements, identify process improvements, and take initiative to follow through when addressing issues.
- Strong knowledge of HR operations including recruitment, benefits, and performance management.
- Experience in using HR systems, process improvements, and managing HR-related projects.
- Ability to handle confidential information with integrity and discretion.
- Excellent organizational, coordination, and analytical skills with strong attention to detail.
- Strong interpersonal and communication skills, with the ability to interact effectively with staff at all levels and from different cultural backgrounds.
- Demonstrated ability to work independently, manage multiple priorities, and deliver results under minimal supervision.
- Proficiency in MS Office applications, particularly Excel, Word, and PowerPoint.

### **CORE COMPETENCIES**

#### **Achieving Results and Problem Solving**

- Uses organizational skills to deliver set work plan according to timeline and sometimes exceed expected quality of outputs
- Promptly notifies supervisor when a setback occurs in completing moderately complex tasks to minimize delays
- Follows defined procedure, process and tools to 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
- Acknowledges mistakes and seeks guidance to learn from them.
- Follow established procedures with occasional need for reminders about ethical and professional behavior

#### **Collaboration and Teamwork**

- Collaborates with the department; is friendly and cooperative
- Offers assistance to others, when asked, to achieve departmental objectives
- Treat others with courtesy and address basic needs for respect, with occasional guidance on effective communication and inclusivity.

### **TECHNICAL COMPETENCIES**

- Skilled with proficient abilities in providing general HR support and services
- Skilled in applying HR policies, practices and AOs in carrying out individual work plan
- Skilled in taking on the role of a focal person in HR functions and projects
- Has the ability to provide basic general administrative support and services

- Has general knowledge on the usage of office soft wares and equipment needed for reports.
- Has the ability to take on the role of an effective source person in general admin processes.

**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 [Careers@cgif-abmi.org](mailto:Careers@cgif-abmi.org) with the subject of the email listed as “Application for (Senior) HR and Administration Analyst” on or before 31 January 2026.**

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