

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

System Maintenance Consultant ("SMC")

OVERVIEW

The SMC is a locally recruited contractual staff position of one (1) year who will report to CGIF's Chief Credit Risk Officer and Head of BPPMSD, or any designated staff. The SMC will support the maintenance and administration of CGIF's IT systems, primarily its credit data warehouse application ("DWH").

JOB DESCRIPTION

The SMC will be responsible for any of the following activities.

- Analyzing and resolving front-end and back-end system bugs encountered by DWH users.
- Providing user support and guidance in operating and updating the DWH.
- Conducting data quality checks, validation, and backend data correction within the DWH.
- Implementing minor front-end and back-end enhancements to ensure the DWH's performance and reliability.
- Coordinating the testing of system updates before deployment.
- Monitoring and maintaining application servers and related infrastructure.
- Documenting system changes, enhancements, and user issues.
- Monitoring system performance and usage.
- Assisting in the maintenance and administration of other IT systems.

QUALIFICATIONS

Education Requirements

A university degree in Information Technology, Computer Science, Computer Engineering, or other related fields that focus on technology and programming.

Relevant Experience and Skills

- At least five (5) years of experience in web or software development, ideally involving complex database systems.
- Proficient in Laravel (PHP), Vue.js, and MySQL.
- Fluent in spoken and written English.
- Strong interpersonal and comprehension skills.
- Works independently, requiring little guidance and instructions.
- Consistently identifies and implements opportunities to enhance processes and systems.

CORE COMPETENCIES

Achieving Results and Problem-Solving

- Understands and delivers set work plan according to agreed timeline.
- Notifies supervisor when a setback occurs in completing routine tasks.
- Seeks supervisor's guidance to properly 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 the 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.
- Treats everyone with courtesy and address basic needs for respect, with occasional guidance on effective communication and inclusivity.

TECHNICAL COMPETENCIES

- Has basic knowledge and experience in IT system management.
- Has sufficient awareness of CGIF's IT system, policies, and manuals.
- Has a good understanding of CGIF's IT system work plan and strategies.

Interested candidates are invited to submit their applications with a detailed curriculum vitae including present, and expected salary, a recent photograph, contact telephone number, and an email addressed to the Head of BPPMSD at Careers@cgif-abmi.org with the subject of the email listed as "Application for System Maintenance Consultant" on or before 31 January 2026.

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