

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
General Counsel (GC) and Board Secretary

JOB PURPOSE:

The General Counsel (GC) and Board Secretary is an Executive Level staff who will be responsible for handling all legal issues and the Board Secretarial function of CGIF. The selected candidate will be offered an internationally competitive salary and benefits and will be entitled to certain privileges and immunities.

EXPECTED OUTCOMES:

The GC will report directly to the Chief Executive Officer (CEO) and will have, among others, the following responsibilities.

- Act as the General Counsel and Board Secretary of CGIF with responsibility for the handling of all legal and Board secretarial matters
- Lead the selection of external legal counsels for CGIF guarantee transactions and supervise their work in close cooperation with CGIF’s Deal Operations Department (DOD) and the Risk Management Department (RMD)
- Advise the DOD and the RMD on legal matters relating to CGIF guarantee transactions, including due diligence and structuring and assist in negotiations with the client and their legal counsels, and in finalizing drafts of guarantee related documents
- Advise in relation to the application of CGIF’s various policy requirements to its operations
- Advise on all legal matters relating to the portfolio management of CGIF guarantee transactions, including distressed account and workout situations
- Advise and handle institutional legal and regulatory issues for CGIF and lead negotiations with the relevant government authorities and regulators where appropriate
- Advise CGIF in relation to governance and other matters arising from its Articles of Agreement and relationship with its contributors
- Act as Secretary to the Board, responsible for the broad range of activities associated with a Secretarial function
- Lead and manage CGIF’s legal function, overseeing the delivery of quality legal advice
- Any other relevant legal related duties that may be required based on business needs

QUALIFICATIONS

Education Requirements

A university degree in Law, preferably at postgraduate level, and admission as a lawyer in one or more ADB member country

Relevant Experience and Skills

- At least 15 years of experience in reputable law firms or legal departments of creditable banking/financial institution or corporation.
- Strong knowledgeable of and experience in banking and finance and/or capital market transactions, preferably fixed income instruments and guarantee instruments
- Experience in negotiations and drafting of legal documents for complex financial transactions
- Demonstrated independence of thinking, high-level of professional integrity, and strong analytical skills, with earned respect of professional peers
- Experience in working in an international organization and in the ASEAN+3 countries is an advantage
- Experience in managing the legal function of a banking/financial institution or corporation is an advantage as is experience with a company/organizational secretarial function
- Ability to interact and communicate effectively across organizational boundaries, with government officials, executives and other international and local staff members
- 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 short-term goals
- Plans for unanticipated risks and future issues by developing contingencies and programs to address issues that may impact achievement of quality results
- Consistently, makes informed decisions and advise, to independently solve problems, based on available and hard to find information; utilizes information that is relevant, current and clear

Personal Effectiveness

- Oversees departmental goals and is able to set priorities and provide effective guidance and motivation to meet set deadline
- 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 judgment.

Collaboration and Teamwork

- Resolves interpersonal conflicts constructively and professionally; seldom requires outside assistance
- Creates an open and transparent team environment that fosters sharing of information and knowledge to accomplish mutual goals
- Model exemplary respectful behavior and inclusivity in all interactions and promote a respectful and inclusive work environment.

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 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 behaviors 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, birthdate, 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 General Counsel and Board Secretary" no later than 20 May 2026.

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