

**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**

### **Treasury and Research Analyst (TRA)**

#### **JOB PURPOSE**

The Treasury and Research Analyst (TRA) is a locally recruited administrative staff position who will be responsible for undertaking a range of treasury and research functions. The selected candidate will be offered locally competitive salary and benefits package.

#### **EXPECTED OUTCOMES**

The TRA will report directly to the Chief Financial Officer (CFO) and will have, among others, the following responsibilities:

- Manage CGIF's fixed income portfolio in compliance with CGIF's treasury risk management Guidelines.
- Execute FX transactions and prepare supporting documents if required.
- Manages CGIF's bank accounts and open or close accounts if required.
- Prepare monthly investment performance report including risk monitoring results.
- Prepare quarterly management reports and liquidity reports.
- Prepare monthly ASEAN+3 market development reports.
- Provide treasury and investment related data upon rating agencies' requests.
- Develop the corporate bond market research of ASEAN+3 region and write the research papers.
- Support other research works required by CGIF.
- Coordinate with external consultants and other departments to proceed with sustainability reporting of CGIF.
- Provide quantitative analysis for investment and treasury strategies.
- Perform other relevant duties that may be assigned based on business needs.

#### **QUALIFICATIONS**

##### **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 at the required level;
- Preferably with 5 years fixed income security related work experience in a financial market;
- Good knowledge of fixed income market and risk parameters with strong analytical skills;
- Experience in Bloomberg terminal for data finding and downloading;
- Proficient with office suite software, MS Excel, Word, and PowerPoint;
- Preferably programming skills;
- Good oral and written communication skills in English;
- Good interpersonal skills.

## **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 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 respect

## **TECHNICAL COMPETENCIES**

- Has awareness of treasury and investment policies, guidelines and processes
- Has awareness of treasury and investment strategies
- Has understanding of bond market research
- Has basic knowledge and experience in providing general research support
- Has basic ability to contribute to the development of research work including data handling and writing

**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](mailto:Careers@cgif-abmi.org) with the subject of the email listed as "Application for Treasury and Research Analyst" no later than 15 May 2026.**

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